

# euROORGANIC

European Master in Organic Agriculture and Food Systems

Your **THESIS & Graduation GUIDE** to the  
Double Degree MSc Program  
Organic Agriculture and Food Systems



**Euroleague**

FOR LIFE SCIENCES

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Edited by the coordination team of the MSc Program EUR-Organic “Organic Agriculture and Food Systems”

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**Aarhus University**

Jakob Sehested, Mette Glerup Thomsen

**ISARA Lyon - Institut supérieur d'agriculture et d'agroalimentaire Rhône-Alpes, Lyon, France**

Alexander Wezel, Aurelie Ferrer

**University of Hohenheim**

Sabine Zikeli, Gabriele Klumpp, Kerstin Hoffbauer

**University of Natural Resources and Life Sciences, Vienna**

Bernhard Freyer, Christian, R. Vogl, Phillipp Dietrich, Ulrike Piringer

**Warsaw University of Life Sciences**

Ewa Rembialkowska, Dominika Srednicka-Tober

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## 1. About this Guide

This guide has been created in order to help you successfully accomplish your master thesis within the EUR-Organic Master program. In the following document, 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.

You will also be informed about the final steps needed to graduate and to receive your double Degree certificates for your Master in Organic Agriculture and Food Systems from both 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/en/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 for the members of the EUR-Organic Advisory Board for all questions in relation to admission, program development, partner universities, program contents, program evaluation, etc., exclusive questions on administration.

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

AU	Associate Prof. Jakob Sehested Department of Animal Science - Animal Nutrition and Physiology	Phone: +45 8715 7893 Mobile: +45 25159050 E-mail: <a href="mailto:jakob.sehested@anis.au.dk">jakob.sehested@anis.au.dk</a>
BOKU	Univ. Prof. Dr. agr. biol. Bernhard Freyer Department of Sustainable Agricultural Systems Division of Organic Farming,  Univ. Prof. Dr. Dipl.-Ing. Dr Nat. Techn. Christian R. Vogl Department of Sustainable Agricultural Systems , Division of Organic Farming Working Group: Knowledge Systems and Innovations	Phone +43 1 47654 93311 E-Mail: <a href="mailto:bernhard.freyer@boku.ac.at">bernhard.freyer@boku.ac.at</a>  Phone: (+43)1/47654-93312 E-Mail: christian.vogl@boku.ac.at
UHOH	Dr. Sabine Zikeli Co-ordination for Organic Farming and Consumer Protection (340d)	Phone: +49 711 459 23248 E-mail: <a href="mailto:sabine.zikeli@uni-hohenheim.de">sabine.zikeli@uni-hohenheim.de</a>
WULS-SGGW	Prof. Ewa Rembialkowska Department of Functional and Organic	Phone: +48 22 59 37 0 38 E-mail: <a href="mailto:ewa_rembialkowska@sggw.pl">ewa_rembialkowska@sggw.pl</a>

	Food and Commodities Faculty of Human Nutrition and Consumer Sciences	
ISARA	Prof. Alexander Wezel Director of the Department Agroecology and Environment Professor for Agroecology and Landscape Ecology Coordinator of the Master of Science Agroecology	Phone : +33 4 27 85 85 84 E-mail: <a href="mailto:awezel@isara.fr">awezel@isara.fr</a>

## 2.2. EUR-Organic Administrative Coordinators

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

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

AU	Mette Glerup Thomsen Special Consultant/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 BOKU	Phone +43 1 47654 32021 E-mail: <a href="mailto:ulrike.piringer@boku.ac.at">ulrike.piringer@boku.ac.at</a>  Phone +43 1 47654 93318 e-Mail: <a href="mailto:eur-organic@boku.ac.at">eur-organic@boku.ac.at</a>
UHOH	Kerstin Hoffbauer Program coordinator	Phone +49 711 459 23328 E-mail: <a href="mailto:khoffbau@uni-hohenheim.de">khoffbau@uni-hohenheim.de</a>
WULS- SGGW	Dominika Średnicka-Tober EUR-Organic Coordination WULS	Phone +48 22 5937035 E-mail: <a href="mailto:dominika_srednicka_tober@sggw.pl">dominika_srednicka_tober@sggw.pl</a>
ISARA	Sigolène Verneret International Relations Office	Phone: +33 427 85 85 10 sverneret@isara.fr

### **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 program, 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 program.

In the EUR-Organic program 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. 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 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.) 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 work place 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 Thesis**

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

##### **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. 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.

### **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 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.

### **3.2.3. 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?

### **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. 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**

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).

### **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 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/>



## 4. Specific Master Thesis Information

Tab 3: Overview on the Specific Master Thesis information according to the individual University

	 <p><b>University of Natural Resources and Life Sciences, Vienna, Austria (BOKU)</b></p>	 <p><b>Warsaw University of Life Sciences, Warsaw, Poland (WULS-SGGW)</b></p>	 <p><b>Aarhus University, Aarhus, Denmark (AU)</b></p>	 <p><b>University of Hohenheim, Stuttgart, Germany (UHOH)</b></p>	 <p><b>SARA Lyon - Institut supérieur d'agriculture et d'agroalimentaire Rhône-Alpes, Lyon, France (ISARA)</b></p>
<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.	<p>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.</p> <p>The thesis is based on literature studies and analyses of collected or issued data sets.</p>	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.	The objective of the master thesis is to show that you are able to work independently on a problem in the field of your subject, using scientific methods and analysis, and be able to defend your results.

<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.	<p>The master thesis shall be done in the fourth semester of the EUR-Organic. It is recommended to look for potential supervisors and topic straight after you start the EUR-Organic at AU.</p> <p>Deadline for starting the master thesis is 1 February and it must be evaluated by 30 June the latest.</p> <p>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).</p>	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.	The master thesis shall be done in the fourth semester. It is recommended to search for a topic already in your third semester.
<b>Are there any forms/ contracts I need to submit before writing my thesis?</b>	<p>You have to register your master thesis as soon as the task and the supervisors have been fixed. According to the law the master thesis has to be registered before you start working on it.</p> <p>See: <a href="http://short.boku.ac.at/int-master-ells-eo-thesis-en.html">http://short.boku.ac.at/int-master-ells-eo-thesis-en.html</a></p> <p>Required documents for the registration:</p> <ul style="list-style-type: none"> <li>- Form "Master's thesis registration (for courses of study with a presentation or defensio)" with signatures of supervisor, co-supervisor and the head of the institute of the supervisor. – see <a href="http://www.boku.ac.at/en/studienservices/themen/infos-studienabschluss/abschlussarbeiten/masterarbeiten/">http://www.boku.ac.at/en/studienservices/themen/infos-studienabschluss/abschlussarbeiten/masterarbeiten/</a></li> <li>-) E-mail of the programme coordinator, Prof. Vogl, that he agrees with supervisor and co-supervisor</li> </ul>	<p>There is no special form and no special contract for the foreign students, however some supervisors may ask to fill in the "Topic Selection form" similar to the one offered to Polish students. 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.</p>	<p><b>A thesis contract</b> between supervisors and the student must be drawn up and approved before commencement of the thesis work. You must make sure that your thesis contract is completed and approved by the set deadline.</p> <p>The thesis contract is drawn up by you and your prospective supervisor, and it must be approved via the contract generator by you, your supervisor and your degree programme coordinator. The contract generator also contains instructions for how to fill in the thesis contract.</p> <p>Once the contract has been approved in the generator, ST Studies Administration records the agreement and processes a binding examination registration. In this regard, it is possible that we contact you if we have any questions about your degree programme, or if you need to update your Master's contract. You will</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 centre for you</p>	<p>You first have to validate the topic of the master thesis with the programme coordinator (via the topic proposal).</p> <p>The second step is administrative to establish the so-called master thesis convention (a sort of contract).</p> <p>Third, after about one month you have to submit a full proposal with much more details about your master thesis work to you supervisors.</p>

	<p>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>be notified by e-mail once the thesis registration is in place.</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>A <b>study contract</b> must be drawn up when you start your studies at AU.</p> <p>A study contract is an overview of your study programme - in other words, it is a complete list of the courses you are planning to follow. It must be composed individually and under guidance, and it must be approved by the head of degree programme. The contract is thus an academic approval of your specific study programme constituting a degree within your field.</p> <p>When the contract has been approved by the head of degree programme, it is mandatory, and you must therefore only register for the courses that are included in the contract. The contract, and hence the courses in your programme, can be changed, but the changes must be approved by your head of degree programme, before you register for</p>		
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<b>How much time do I have to write my thesis?</b>	<p>At BOKU there are no legal due dates to start and finalize your master thesis.</p> <p>The master's thesis is worth 30 ECTS; this corresponds to 1 semester fulltime work. Please discuss the timeframe of your thesis with your supervisor, when you start working on it.</p> <p>Note: As long as you have not graduated you will need to stay registered in the university system, and thus are responsible for paying all student fees which apply to you (see <a href="http://www.boku.ac.at/en/studienservices/themen/studienbeitraege-foerderungen/">http://www.boku.ac.at/en/studienservices/themen/studienbeitraege-foerderungen/</a>)</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 submitted 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. For more details see: <a href="http://www.sggw.pl/image/data/SGGW/teksty_pdf/regulations_wspolpraca/student-regulation-Zalacznik-do-uchwaly-nr-57_EN_27.06.2013.pdf">http://www.sggw.pl/image/data/SGGW/teksty_pdf/regulations_wspolpraca/student-regulation-Zalacznik-do-uchwaly-nr-57_EN_27.06.2013.pdf</a></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 deadline for submitting the thesis has been determined, you cannot withdraw from the exam.</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 extended by a maximum of three months. The extension needs to be officially requested by the student and confirmed by the supervisor.</p>	<p>Students have 6 months for the master thesis. The defence can take place after this time if it is difficult to find a date with supervisors and the external tutor within this period.</p>
<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: After fulfilling the requirements of your curriculum, you have to submit the required documents for graduating at the graduation office (study services) at latest 3 weeks and 1 day before your defence.</p>	<p>At WULS a master thesis should be completed and submitted 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, you 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.) for a maximum of 3 months. However, this also has to be proven and confirmed by the supervisor. If the deadline for submission is not met without reasons, the thesis will be marked as failed.</p> <p>Students have the chance to register a new second topic ones. The new topic must be registered within 6 weeks after the announcement of the result "fail".</p> <p>Note: As long as you are working on your thesis, you will be responsible for paying semester fees at UHOH.</p>	<p>There is no possibility to prolong the 6 month master thesis convention (French law), but there is flexibility for the defence or later submission of the thesis. This needs to be validated by the supervisors and the programme coordinator at ISARA.</p>
<b>How do I find a Supervisor? Who is</b>	<p>You are responsible for choosing your thesis topic and supervisor (main supervisor from the host university, co-</p>	<p>A student is responsible to find a relevant supervisor with the help of an EUR-Organic Advisory Board member</p>	<p>Your main supervisor is formally assigned by your host university (the academic coordinator) and has to be</p>	<p>It is expected that you find your supervisor yourself. Your main supervisor is formally assigned by your</p>	<p>The programme coordinator will assign you a supervisor. But you can propose a preferred supervisor.</p>

<p><b>allowed to be my supervisor?</b></p>	<p>supervisor from the home university). 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.Dož – „habilitiert“) are allowed to act as your thesis supervisor or co-supervisor.</p> <p>See: <a href="http://short.boku.ac.at/int-master-ells-eo-thesis-en.html">http://short.boku.ac.at/int-master-ells-eo-thesis-en.html</a></p>	<p>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>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/masters-thesis-and-other-projects/project-catalogue/">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/masters-thesis-and-other-projects/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>• Contacting 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></p>	<p>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>	
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<b>Am I expected to create my own idea for the thesis topic?</b>	<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/masters-thesis-and-other-projects/project-catalogue/">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/masters-thesis-and-other-projects/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>• Contacting 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 that you suggest to your potential supervisor. : If you have your 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 a 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 is responsible that the candidate receives a topic within a month upon application.</p>	<p>You can choose a topic within agroecology and organic agriculture. This can either be a topic suggested by different organisations/institutes in France or elsewhere in the world, or it can be a topic that you develop on your own and suggest to the programme coordinator.</p>
<b>Am I expected to elaborate the idea in cooperation with the supervisor?</b>	<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>The topic should be first elaborated with the programme coordinator. Once validated you can further elaborate it with the supervisor assigned.</p>

<b>Must I deliver a specific text/synopsis (e.g. a form) before the supervisor can approve the project?</b>	<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:</p> <p>1) participation at presentations of other students</p> <p>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. and 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 here  <a href="https://kontrakt.scitech.au.dk/login">https://kontrakt.scitech.au.dk/login</a></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>After first discussions, you have to submit a 2-3 pages topic proposal to the programme coordinator for final validation of the topic.</p>
<b>How proactive must I be throughout the project?</b>	<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. The more self-sustainable the student is, 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 timetable of your proposed work including milestones so that you are sure that you will keep your schedule.</p>	<p>It is expected that you are proactive throughout the whole thesis project.</p>
<b>How big a part of the thesis must have been available to the supervisor before submission?</b>	<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"</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>	<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="http://www.boku.ac.at/en/studienservices/themen/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-internationalen-masterstudien/">http://www.boku.ac.at/en/studienservices/themen/infos-studienabschluss/studienabschluss-von-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. Summary 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> </ol> <p>Perspectives</p> <ol style="list-style-type: none"> <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>	<p>The thesis can be in form of maximum 30-50 pages thesis report, or a 20-25 pages scientific paper. The latter needs to be validated with your supervisor.</p> <p>A document 'guideline how to write a master' explains more details, but the general structure is:</p> <ol style="list-style-type: none"> <li>1. Abstract</li> <li>2. Introduction, objectives, research questions.</li> <li>3. Literature review (2-3 pages)</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 thesis report must be submitted online to the Digital Exam system in pdf format. The student and supervisor can agree that a number of physical copies may also be submitted; in this case these</p>	<p>Not specified, but generally the normal range is between 40-80 pages.</p>	<p>Thesis report: 30-50 pages.</p> <p>Scientific paper: 20-25 pages</p>



			<p>are submitted to the supervisor's department.</p> <p>Thesis reports covered by a non-disclosure agreement are presently NOT submitted in the Digital Exam system, but are sent by email to Rasmus Pedersen.</p>		
<p><b>Is it possible to integrate an internship into my thesis project?</b></p>	<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 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>It is possible for students to perform their work outside of the university and this can 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>It is possible to integrate an internship, but this work should be useful and clearly related for the master thesis work.</p> <p>All master theses have to be connected to an organisation, university, company or other institutions and an external tutor will accompany the work of the student.</p>
<p><b>What do I submit when my thesis</b></p>	<p>You have to submit your thesis and the required documents for graduating at the graduation office (study services) at</p>	<p>The manuscript has to be submitted to a supervisor in electronic way but also in printed version.</p> <p>After the supervisor gives his/ her</p>	<p>The thesis report must be submitted online to the Digital Exam system in pdf format. The student and supervisor can agree that a number of physical copies may also be submitted; in this case these</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</p>	<p>You have to submit a pdf according to the guidelines of ISARA for master thesis to your supervisors and the programme</p>

<p><b>project is completed?</b></p>	<p>latest 3 weeks and 1 day before your defence.</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>The following documents are needed – see: paragraph "3. For a defensio " on the website "Graduation from international Master's degree programmes":  <a href="http://www.boku.ac.at/en/studienservices/themen/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-internationalen-masterstudien/">http://www.boku.ac.at/en/studienservices/themen/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-internationalen-masterstudien/</a></p> <ul style="list-style-type: none"> <li>• Application for a defensio 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>• Assessment of the thesis by the supervisor/co-supervisor: Evaluation form for a Master's thesis 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 (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 when the full text of the thesis is to be published on the Internet and online entry in</li> </ul>	<p>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 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>are submitted to the supervisor's department.</p> <p>Thesis reports covered by a non-disclosure agreement are presently NOT submitted in the Digital Exam system, but are sent by email to Rasmus Pedersen.</p>	<p>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_Arb_eit_englisch.pdf">https://www.uni-hohenheim.de/fileadmin/einrichtungen/ agrar/Studium/Plagiate/Erklaerung_Arb_eit_englisch.pdf</a> 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>	<p>coordinator. Your supervisor can also request a printed copy.</p>
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	<p>Abstracts application before 22.03.2017)</p> <ul style="list-style-type: none"> <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>				
<b>Is an oral defence mandatory?</b>	<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>Guidelines for a defensio: see <a href="http://www.boku.ac.at/en/studienservices/themen/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-internationalen-masterstudien/">http://www.boku.ac.at/en/studienservices/themen/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-internationalen-masterstudien/</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 30-60 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 a maximum of 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>Yes. It is done by video conference. 25 min presentation followed by about 30-45 min questions and discussion.</p>
<b>How to organise the defence</b>	<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.Do. – „habilitiert“). Some departments offer fixed joint defence dates – please ask your supervisor in</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 an agreement made with the supervisor regarding the exam date at the time of submission of the thesis,</p>	<p>The oral defence have to be arranged among the student and the two supervisors. It should take place after the submission of the written part of the thesis, within the maximum time frame of 3 month after the thesis submission. . The oral defence will take 30 to 45 minutes, in presenting the project and being interviewed by the supervisors.</p>	<p>Contact sufficiently early your supervisors and your external tutor to find a date for the defence. After this you have to contact the administration to reserve a video conference room.</p>

	<p>advance. The thesis supervisor is usually part of the committee, but must not chair it. The Chair is appointed by the – Study Services. 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>When you submit the required documents for graduating, inform the study services about the planned date/place.</p> <p>The attendance of the Co-Supervisor is (Physical presence, Skype etc.) compulsory!</p> <p>If your co-supervisor attends the defence via video-conference, it takes place in BOKU's video-conference room (Faculty Club in Schwackhöferhaus – see also <a href="https://www.boku.ac.at/en/fm/themen/videokonferenz/">https://www.boku.ac.at/en/fm/themen/videokonferenz/</a>). Please check the availability of this room in BOKUonline (Search -&gt; rooms -&gt; enter Faculty Club -&gt; go to calendar). To make a room reservation and to ask for technical support for the video-conference, please send an e-mail to <a href="mailto:monika.stoffaneller@boku.ac.at">monika.stoffaneller@boku.ac.at</a> (cc <a href="mailto:videokonferenz@boku.ac.at">videokonferenz@boku.ac.at</a>).</p>		after which the Studies administration is informed about the date.	The defence can take place in person or via video conference	
<b>How will I be graded on my thesis?</b>	<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. Main emphasis is on the subject content and clarity of</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 supervisor 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 main supervisor, reviewer and co-supervisor.</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</p>	<p>Your grade is comprised of the result of the written thesis and that of the oral defence. 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 defence the two supervisors will agree on the grade right after the meeting.</p> <p>The time for assessment of your thesis</p>	<p>Your grade is comprised of the result of the written thesis and that of the oral defence. Also a grade for skill development and organisation during the thesis will be taken into account for the final grade. The written thesis and oral defence will be assessed by your main supervisor and co-supervisor, external tutor, and eventually by the chairman of the jury.</p>

	<p>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>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>assessment, 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>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 defence. In the oral defence, you are required to defend the essential arguments, results and methods of the thesis. The oral defence 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 defence. 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 defence. The grade of the written thesis is worth three times the amount of the grade of the oral defence. 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>	<p>Your written thesis and the defence have to be graded with at least a "pass" (E grade).</p>
<b>Important resources</b>	<p>Thesis <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>Graduation</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>Approval of master degree programme: <a href="http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/teaching/study-contracts/">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/teaching/study-contracts/</a></p> <p>Approval of master thesis:</p>	<p>Examination Regulations: <a href="https://www.uni-hohenheim.de/en/examination-regulations-eur-organic">https://www.uni-hohenheim.de/en/examination-regulations-eur-organic</a></p> <p>Thesis:</p>	<p>Guidelines for written a master thesis.</p> <p>Guidelines for the oral defence.</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>  EUR-Organic Curriculum <a href="http://www.boku.ac.at/international/themen/boku-students-going-international/englische-internationale-masterprogramme/euroleague-for-life-sciences-ells/eur-organic/curriculum/">http://www.boku.ac.at/international/themen/boku-students-going-international/englische-internationale-masterprogramme/euroleague-for-life-sciences-ells/eur-organic/curriculum/</a>	<a href="http://www.sggw.pl/image/data/SGGW/teksty_pdf/INSTRUKCJA%20dla%20uczniemc%C3%B3w%20EN.pdf">http://www.sggw.pl/image/data/SGGW/teksty_pdf/INSTRUKCJA%20dla%20uczniemc%C3%B3w%20EN.pdf</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="http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/masters-thesis-and-other-projects/masters-thesis/">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/masters-thesis-and-other-projects/masters-thesis/</a>  Project Catalogue: <a href="http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/masters-thesis-and-other-projects/project-catalogue/">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/masters-thesis-and-other-projects/project-catalogue/</a>	<a href="https://www.uni-hohenheim.de/en/euroganic-msc-pa-en#jfmulticontent_c226266-8">https://www.uni-hohenheim.de/en/euroganic-msc-pa-en#jfmulticontent_c226266-8</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 Chapter 5</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 program coordinator.</p>	<p>If HOH is your home university, you do not have to register your thesis at UHOH.</p> <p>The thesis is entirely done according to the rules of your host university</p> <p>Once you have received your credits for your modules and the thesis at your host university, you have to take care that your final transcript of records will be sent to the Eur-Organic Administrative coordinator or straight to the exam office of UHOH.</p>	ISARA is only host university.
<b>Further Information</b>	<p>Thesis  <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>Graduation  <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>		<a href="http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/</a>	<a href="http://www.eur-organic.eu/en/80197">http://www.eur-organic.eu/en/80197</a>	--

## 5. Information on Graduation






Graduation is the action of receiving or conferring your academic Master degrees from both, your home and your host university. The process of applying for graduation requires again some paperwork. Find closer information below

Tab 4: Overview on the Specific responsible offices according to the individual University

 <p><b>University of Natural Resources and Life Sciences, Vienna, Austria (BOKU)</b></p>	 <p><b>Warsaw University of Life Science, Warsaw, Poland (WULS)</b></p>	 <p><b>Aarhus University, Aarhus, Denmark (AU)</b></p>	 <p><b>University of Hohenheim, Stuttgart, Germany (UHOH)</b></p>	 <p><b>ISARA Lyon - Institut supérieur d'agriculture et d'agroalimentaire Rhône-Alpes, Lyon, France (ISARA)</b></p>
<p><b>Studienservices/Study services</b>  Gregor Mendel Straße 33  A-1180 Wien  Tel: +43-1-47654-1083  Fax +43-1-47654/1044  E-Mail: <a href="mailto:studienervices@boku.ac.at">studienervices@boku.ac.at</a>  Homepage: <a href="http://www.boku.ac.at/en/studienervices/">http://www.boku.ac.at/en/studienervices/</a></p> <p><b>Zentrum für Internationale Beziehungen (ZIB)/ Center for International Relations</b>  Peter Jordan Str. 82a  A-1190 Wien  Tel: +43-1-47654-2600  Fax +43-1-47654/2606  E-Mail: <a href="mailto:international@boku.ac.at">international@boku.ac.at</a></p>	<p><b>International Relations Office</b>  166 Nowoursynowska str., 02-787 Warsaw building 8</p> <p><b>Małgorzata Kowalczyk</b>  Tel: + 48-22-59- 310-52  E-Mail: <a href="mailto:ceepus@sggw.pl">ceepus@sggw.pl</a>; <a href="mailto:incoming@sggw.pl">incoming@sggw.pl</a>  Erasmus Programme (incomings), CEEPUS Programme  Homepage: <a href="http://www.sggw.pl/en/international-cooperation/contact/office-of-international-cooperation">http://www.sggw.pl/en/international-cooperation/contact/office-of-international-cooperation</a></p>	<p><b>Studieservice Science and Technology/Study Service Science and Technology</b></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: <a href="mailto:studiekontor@science.au.dk">studiekontor@science.au.dk</a></p>	<p><b>Abteilung für Studienangelegenheiten /office of student affairs  Prüfungsamt Agrar- und Naturwissenschaften /examination office for Agriculture and natural Sciences</b></p> <p>70593 Stuttgart  Tel: +49-711-459-22016 / 22017 / 22472 / 24317  Fax +49-711- 459-24211  E-Mail: <a href="mailto:pa-an@verwaltung.uni-hohenheim.de">pa-an@verwaltung.uni-hohenheim.de</a></p>	<p><b>International Relations Office</b>  Sigolène VERNERET  0033 6 10 12 61 57  0033 4 27 85 85 10  E-Mail: <a href="mailto:sverneret@isara.fr">sverneret@isara.fr</a></p>

### 5.1. Degree Awarding Procedures at EUR-Organic partner universities

Tab 5: Overview on the Specific steps to receive your final graduation documents according to the individual University

	 <p><b>University of Natural Resources and Life Sciences, Vienna, Austria (BOKU)</b></p>	 <p><b>Warsaw University of Life Science, Warsaw, Poland (WULS)</b></p>	 <p><b>Aarhus University, Aarhus, Denmark (AU)</b></p>	 <p><b>University of Hohenheim, Stuttgart, Germany (UHOH)</b></p>	 <p><b>ISARA Lyon - Institut supérieur d'agriculture et d'agroalimentaire Rhône-Alpes, Lyon, France (ISARA)</b></p>
<p><b>Necessary steps for graduation at HOME university</b></p>	<p>You are required to have the final version of your signed BOKU Individual Course Plan <a href="http://www.boku.ac.at/int-master-ells-eo-icp-en.html">http://www.boku.ac.at/int-master-ells-eo-icp-en.html</a> your BOKU admission letter and your transcript of records from BOKU (to be picked up at the student services) <b>checked at the host university at latest 3 months before you submit the Master's thesis there.</b></p> <p>To graduate at BOKU you have to submit the following documents to the administrative coordinator at ZIB (who will forward them to the study services) no later than 1 year after your defense: :</p> <ul style="list-style-type: none"> <li>Form "Request for issuing of graduation documents for Master's degree" (<a href="http://www.boku.ac.at/fileadmin/data/H05000/H11100/TEMP/Formulare/Formulare_2016/Ansuchen_Abschlussdokumente_Master_2016.doc">http://www.boku.ac.at/fileadmin/data/H05000/H11100/TEMP/Formulare/Formulare_2016/Ansuchen_Abschlussdokumente_Master_2016.doc</a>)</li> <li>Admission certificate</li> </ul>	<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"> <li>have an approved and signed master's programme contract</li> <li>have an approved and signed thesis contract</li> <li>have passed 120 ECTS</li> </ul> <p>The administrative EUR-Organic coordinator at AU will send transcript of records from AU to host universities and request transcript of records from home universities.</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>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 at the graduation ceremony.</p>	<p>ISARA is not home university.</p>



	<ul style="list-style-type: none"> <li>• Last version of the Individual Course Plan (<a href="http://www.boku.ac.at/int-master-ells-eo-icp-en.html">http://www.boku.ac.at/int-master-ells-eo-icp-en.html</a> )</li> <li>• Graduation documents (master certificate) of the university, where the defence has taken place (important: date of the defence/final exam)</li> <li>• Transcript of Records Host University (with signature and stamp, including all exam dates)</li> <li>• Assessment of the thesis by co-supervisor (BOKU) (= official letter, signed and stamped, including a short statement about the thesis and a grade – copy sent by e-mail sufficient)</li> <li>• Clearance of your library account (info-guide library clearance <a href="http://www.boku.ac.at/fileadmin/data/H05000/H12000/Baum_2012/D-International_Master/Clearance_of_the_library_account_December2012.pdf">http://www.boku.ac.at/fileadmin/data/H05000/H12000/Baum_2012/D-International_Master/Clearance_of_the_library_account_December2012.pdf</a>) not necessary, if you are physically not in Vienna</li> <li>• Transcript of Records from all other attended universities during your master programme</li> <li>• UStat questionnaire (info-guide Ustat: <a href="http://www.boku.ac.at/fileadmin/data/H05000/H12000/Baum_2012/D-International_Master/UStat_2_December_2012.pdf">http://www.boku.ac.at/fileadmin/data/H05000/H12000/Baum_2012/D-International_Master/UStat_2_December_2012.pdf</a> resp.info-guide substitute code: <a href="http://www.boku.ac.at/filead">http://www.boku.ac.at/filead</a></li> </ul>				
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	<a href="#">min/data/H05000/H12000/Baum_2012/D-International_Master/Substitute_Code_Ersatzkennzahl_fo_r_UStat_form_December2012.pdf</a> .  The documents have to be submitted as originals or certified copies.				
<b>Awarding and delivery of Master certificate</b>	<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 <a href="http://www.boku.ac.at/fileadmin/data/H05000/H12000/Baum_2012/D-International_Master/Substitute_Code_Ersatzkennzahl_fo_r_UStat_form_December2012.pdf">http://www.boku.ac.at/fileadmin/data/H05000/H12000/Baum_2012/D-International_Master/Substitute_Code_Ersatzkennzahl_fo_r_UStat_form_December2012.pdf</a> ). 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 at ZIB with:</p> <ul style="list-style-type: none"> <li>- your current postal address</li> <li>- 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."</li> </ul> <p>In addition a roll of the certificate can be issued (€ 50):  <a href="http://www.boku.ac.at/en/studienservic">http://www.boku.ac.at/en/studienservic</a></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 three weeks after all grades are available to them to issue the diploma certificate and the transcript.</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. Students are also very warmly invited to participate in the graduation ceremony each year end of October/beginning of November. Graduation documents will be individually handed over through a representative of the agricultural Faculty.</p>	<p>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, diploma will be send by post.</p>

	<a href="#">es/themen/sponsionen-promotionen/anmeldung/</a>				
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