

Graduation Guide




2017



Your guide to Graduating the EnvEuro MSc Programme



Degree Awarding Procedures at EnvEuro institutions – an overview

	 BOKU	<p style="text-align: center;">SLU</p>	 UCPH	 UHOH
<p>Registration of Master thesis at HOST university</p> <p>Please note: as a general rule, the Master Thesis should be started by the fourth semester.</p>	<p>Deadlines: No specific deadline for registration or submission of the Master thesis, but you need to submit the graded master thesis together with other documents at latest three weeks before the defence.</p> <p>You need to register when you begin your thesis.</p> <p>Documents needed: (i) Form "Master's thesis registration (for courses of study with a Master's examination)" downloaded from : http://www.boku.ac.at/en/studienservices/the-men/infos-studienabschluss/abschlussarbeiten/masterarbeiten/, signed by supervisor, co-supervisor and the head of the institute of the supervisor.</p> <p>(ii) Email from programme coordinator, Priv.-Doz. Dr. Markus Puschenreiter that he agrees to supervisor, co-supervisor and examination topics</p> <p>(iii) Email from administrative officer at host university (BOKU) that the co-supervisor of home university is allowed to supervise the thesis according to university rules.</p> <p>A semester before graduating: When you register the master thesis, you must also complete the following steps: 1. Enter all courses done at the partner</p>	<p>Deadlines: No specific deadline for registration or submission of the Master thesis.</p> <p>Deadline for application for the master thesis course <i>Independent project in Environmental Science - Master's thesis</i>, EX0431 is 15th of October. Send the application by mail to mobility@slu.se. Note that you can only be admitted if you have a supervisor, otherwise you will be conditionally admitted until you've found a supervisor. Late registration is possible.</p> <p>Documents needed: Students must start their Master thesis by registering to it through signing a registration form and a working plan with their supervisors. The form should be submitted to the study director of the department where you do your thesis project. The forms (and other relevant information) are available at: https://internt.slu.se/en/nj-msc-thesis/</p>	<p>Deadlines: 31st of January each year.</p> <p>Documents needed: Before starting your thesis, you and your supervisor must complete a thesis contract. You fill out the contract at your Self Service on KUnet.</p> <p>You can find a user guide and more information on the master thesis at KUnet.</p>	<p>Deadlines: Master thesis has to be registered at the very latest at the beginning of the seventh semester and at the latest three months after notification that you have passed your last module examination</p> <p>Documents needed: Students must register their Master thesis with the Examinations Office by filling in a form available at the Student Information Centre (SIZ) or as download on the website of the examination office. This form must be signed by the supervisor at UHOH: https://www.uni-hohenheim.de/forms-enveuro-pa</p>

	<p>university (not BOKU) in your BOKUonline account (one data sheet per course) (info-guide accreditation/recognition to be downloaded at: http://www.boku.ac.at/int-master-ells-env-graduation.html.</p> <p>2. Have your Individual Course Plan and your Transcript of Records from the host university (with signature and stamp, including ALL exam dates) checked at ZIB (administrative coordinator) and submit both documents at the Study services (graduation unit) (, Gregor-Mendel-Strasse 33, 1180 Vienna).</p>			
<p>Registration of Master thesis at HOME university</p>	<p>No requirement to register thesis at BOKU as the thesis is written at a partner university.</p> <p>Note: You have to have a co-supervisor from BOKU. University lecturers with venia docendi (= "habilitiert") - that means professors, associated professors and Priv.Do. (but NOT assistant professors) - are allowed to act as your thesis supervisor or co-supervisor at BOKU.</p>	<p>No requirement to register thesis at SLU as the thesis is written at a partner university.</p>	<p>No requirement to register thesis at SCIENCE as the thesis is written at a partner university.</p> <p>However you have to graduate from UCPH within 3 years of admission plan on finishing your master thesis after the 31st of August 3 years after your admission, you have to apply for an exemption in order to stay enrolled at UCPH and be able to graduate.</p> <p>Please remember to regularly check your KU email account even at HOST Important information regarding your enrolment will be sent to this email address so please check it even when you are at your Host university.</p>	<p>Students must register their Master thesis with the Examinations Office by filling in a form available at the Student Information Centre or as download https://www.uni-hohenheim.de/forms-enveuro-pa. After registration, the thesis needs to be handed in within 6 months. Since students will be staying at their host university they can scan the form and send it by email to the examination office. It has to be signed by the first supervisor, i.e. the supervisor of the host university.</p>
<p>Registration of Master Thesis at EnvEuro Office</p>	<p>By the 1st of March, during your final year of the EnvEuro MSc programme, you are required to fill out the EnvEuro MSc thesis declaration form, in which you indicate your thesis working title, the specialisation within which it is done, your supervisor, co-supervisor as well as the expected start and end date.</p>	<p>By the 1st of March, during your final year of the EnvEuro MSc programme, you are required to fill out the EnvEuro MSc thesis declaration form, in which you indicate your thesis working title, the specialisation within which it is done, your supervisor, co-supervisor as well as the expected start and end date.</p>	<p>By the 1st of March, during your final year of the EnvEuro MSc programme, you are required to fill out the EnvEuro MSc thesis declaration form, in which you indicate your thesis working title, the specialisation within which it is done, your supervisor, co-supervisor as well as the expected start and end date.</p>	<p>By the 1st of March, during your final year of the EnvEuro MSc programme, you are required to fill out the EnvEuro MSc thesis declaration form, in which you indicate your thesis working title, the specialisation within which it is done, your supervisor, co-supervisor as well as the expected start and end date.</p>
<p>Submission of thesis at HOST university</p>	<p>You are required to inform the secretariat when and where your defence is taking place.</p> <p>The thesis can only be officially submitted, when all course exams have been taken.</p>	<p>You are required to inform the EnvEuro secretariat when and where your defence is taking place.</p> <p>Deadlines: To be agreed with main supervisor. Normally the</p>	<p>You are required to inform the secretariat when and where your defence is taking place.</p> <p>Deadlines: The deadline for submission is set out in your</p>	<p>You are required to inform the secretariat when and where your defence is taking place.</p> <p>Deadlines: Six months after the thesis was registered. This deadline is already mentioned in the registration</p>

	<p>You submit your thesis at the Study services (graduation unit) (location see below), when you register for the defence.</p> <ul style="list-style-type: none"> • The following forms are needed to register for the defence – see: paragraph "2. For a master's examination" on the website "Graduation from international Master's degree programmes" http://www.boku.ac.at/en/studienservices/themen/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-internationalen-masterstudien/Registration_for_the_Master's_examination • Admission notification or BOKU Bachelor's examination transcript • Assessment of the thesis by the supervisor/co-supervisor: Evaluation form for a Master's thesis (You can either ask your co-supervisor to issue an official letter, signed and stamped, including a short statement about the thesis and a grade without date of issue (copy sent by e-mail sufficient) or use BOKU's assessment form or the EnvEuro thesis evaluation form). • A hard-bound thesis with first and last name on the spine • Copy of the cover of the Master's thesis • If required an application to suspend the Master's thesis with detailed reasons (incl. signature of the institute committee of directors) • Abstracts printout after online entry in Abstracts application (http://www.boku.ac.at/zid-abstracts.html) and release of the abstracts by the supervisor • A CD with the Master's thesis in PDF format or an unbound/loose copy (when the full text of the thesis is to be published on the Internet) • Most recent record of studies, with stamp of approval from university library • Recognition notification • Original certificates of other recognised post-secondary educational institutions for free electives (please do not forget previous certificate submission on BOKUonline) 	<p>duration of the master thesis is 20 weeks, which means 5 months full time studies, but it always depend on the planning of your project and if field work is included.</p> <p>Specific requirements differ among the departments. You will be notified by your supervisor about additional/special requirements of submission (e.g. where to hand it in, number of copies etc.).</p>	<p>thesis contract and it is binding. If you exceed the deadline for submission, it will count as an exam attempt.</p> <p>You must submit your thesis report to the department at which you have written your thesis, i.e. at the department where your main supervisor is employed. The department will determine the number of copies to be submitted, whether the thesis report must be submitted in electronic or paper format, etc.</p> <p>You must also submit an electronic copy to the library</p> <p>You must also submit your Master's thesis in an electronic format to the library. It is your own responsibility to upload the electronic copy. Submission takes place over the web by filling out a web form and attaching your Master's thesis as a pdf-file.</p> <p>Please go to the library website to upload an electronic copy of your thesis</p>	<p>form.</p> <p>Requirements to format, number of copies etc.: You must submit two bound copies (adhesive binding, no ring binding). You must also submit an unencrypted electronic document (*.doc, *.docx, *.odt, *.pdf, *.rtf) on a CD.</p> <p>If you send the thesis via post, the postmark will serve as the submission date.</p> <p>Relevant office: Examinations Office</p>
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	<p>The defence can be earliest three weeks and 1 day after submitting your thesis, abstracts, and all the forms listed above. After your defence, the two examiners will collaborate on your final mark. Your main supervisor from BOKU will then submit your final scores of your master thesis and the defence to the examination office, and you will be informed about your graduation. Documents should be checked one month in advance of submission first by the Zentrum für Internationale Beziehungen (ZIB)/ Centre for International Relations.</p> <p>Requirements to format, number of copies etc.: 1 copy + abstract</p> <p>Relevant office: Study services (graduation unit) Gregor Mendel Str. 33A-1180 Vienna Tel: +43-1-47654-0 Fax +43-1-47654/1044 E-Mail: studiservices(at)boku.ac.at</p>			
Master thesis defence	<p>Oral defence arranged with supervisor after submission of the written part, the second supervisor has to attend the defence, at least via video conference.</p> <p>Please note that your defence can only take place (once all your documents are completed) at the earliest three weeks and 1 day after submission.</p>	<p>Oral defence arranged with supervisor and examiner in the working plan. The co-supervisor from the home university has to attend the defence, at least via video conference.</p> <p>The student opponent of your master thesis and his/her examiner will also attend your defence and ask questions.</p> <p>You also have to be opponent on another student's master thesis.</p>	<p>Your oral defence is arranged with your supervisor after you have submitted the written part. The second supervisor has to attend the defence, at least via video conference.</p>	<p>Oral defence arranged with supervisor after submission of the written part, the second supervisor has to attend the defence, at least via video conference.</p> <p>The date for the defence is determined by the examiner. It should be scheduled within three months after submission of the thesis if the examiner has determined that the written part has been passed.</p>
Grading of Master thesis	<p>The grade is normally sent by the supervisor to the graduation office at BOKU immediately after the thesis defence.</p> <p>Students have to ask the co-supervisor to send them an official letter about the thesis (including grade) without date of issue or BOKU's assessment form or the EnvEuro thesis evaluation form.</p>	<p>The grading is done after the defence and if possible after corrections of remarks (by the examiner, supervisor and rest of the audience during the defence) have been integrated in your thesis.</p> <p>You will receive a grade according to the SLU grading system F-3-4-5 (which is translated to the ECTS scale as follows: 5-A, 4-B, 3-D. F-fail).</p>	<p>The grade is determined immediately after the oral defence. The grade is reported by the supervisor to UCPH – Science Study Administration immediately after the thesis defence.</p>	<p>The grade is usually announced right after the oral defence and is determined by the first and second supervisor together. Both supervisors are responsible to inform the respective examination offices at their universities about the grade.</p>
Sending a copy of your thesis to the EnvEuro Secretariat	<p>Please note that when you complete your thesis, you are required to submit a pdf copy via email to the EnvEuro secretariat (enveuro@science.ku.dk) and indicate whether it is to be published or should be kept confidential.</p>	<p>Please note that when you complete your thesis, you are required to submit a pdf copy via email to the EnvEuro secretariat (enveuro@science.ku.dk) and indicate whether it is to be published or should be kept confidential.</p>	<p>Please note that when you complete your thesis, you are required to submit a pdf copy via email to the EnvEuro secretariat (enveuro@science.ku.dk) and indicate whether it is to be published or should be kept confidential.</p>	<p>Please note that when you complete your thesis, you are required to submit a pdf copy via email to the EnvEuro secretariat (enveuro@science.ku.dk) and indicate whether it is to be published or should be kept confidential.</p>

<p>Necessary steps for graduation at HOST university</p>	<p>To be able to graduate, students must be enrolled at BOKU until their defence.</p> <p>In order to apply for the defence, your transcript of records has to show positive grades for all the courses of your Individual Course Plan and your Master's thesis must be finished and evaluated. Steps towards graduation:</p> <ol style="list-style-type: none"> 1. You have to register your Master's thesis when you start working on it. 2. A semester before graduating: Enter all courses done at the partner university (not BOKU) in your BOKU-Online account (one data sheet per course) (info-guide accreditation/recognition). 3. A semester before graduating (AFTER completing step 2): Have your Individual Course Plan and your Transcript of Records from the host university (with signature and stamp, including ALL exam dates) checked at ZIB (administrative coordinator) and submit both documents at the Study services (graduation unit) (Gregor-Mendel-Strasse 33, 1180 Vienna). 4. At latest 3 weeks+1 day before your defence: Submit your Master's thesis and the required documents for graduating at the Study services (graduation unit) (Gregor-Mendel-Strasse 33, 1180 Vienna) <p>see Submission of master thesis at HOST university</p> <p>If all procedures above have been followed your graduation documents will be issued.</p>	<p>The student must apply for e degree certificate – no deadline. Prior to application the student must check that all courses have been entered into the Ladok system, accessible under MyStudies on the SLU web.</p> <p>Information and electronic application form is available under: https://student.slu.se/en/studies/degree/</p> <p>Documents to be enclosed with the application:</p> <ul style="list-style-type: none"> - Transcript of records of courses taken at the HOME university and the Environmental Management in Europe course at UCPH - Certified copy of passport or other identification - Certified copy of BSc certificate (if taken outside Sweden) - If courses from other Swedish institutions should be included, enclose a Ladok transcript listing the courses. <p>In connection with the graduation, you're also encouraged to fill in a program valuation form that will be sent to you.</p>	<p>To be able to graduate, you must be enrolled at UCPH.</p> <p>You must send a certified transcript of records from the home institution (final version) to enveuro@science.ku.dk.</p> <p>If you are from BOKU, you must additionally submit the individual course plan.</p> <p><i>Please make sure that the EnvEuro secretariat receives these documents before you defend your thesis so that your graduation is faster – otherwise there might be a delay in receiving your graduation certificates.</i></p>	<p>Students are responsible for checking that the examination office of the home university sends all grades of all courses taken at the home university to the Examinations 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 an original with stamp and signature.</p> <p>If the student is from BOKU, he/she must additionally submit the individual course plan.</p> <p>Students will receive the certificate, a transcript of records and a diploma supplement by post or they can pick up the documents at the Student Information Centre. Alternatively, they can also attend the graduation ceremony at the end of October, where they will receive their certificate.</p>
<p>Necessary steps for graduation at HOME university</p>	<p>To be able to graduate, students must be enrolled at BOKU until they graduate at the host university (graduation date not before November 30 for last registration in the summer semester before April 30 for last registration in the winter semester before).</p> <p>You are required to have the final version of your signed BOKU Individual Course Plan http://www.boku.ac.at/int-master-ells-env-icp.htm and your transcript of records from</p>	<p>The student must apply for e degree certificate – no deadline. Prior to application the student must check that all courses have been entered into the Ladok system, accessible under MyStudies on the SLU web.</p> <p>Information and electronic application form is available under: https://student.slu.se/en/studies/degree/</p> <p>Documents to be enclosed with the application:</p>	<p>To be able to graduate, you must still be enrolled at UCPH.</p> <p>So remember to regularly check your KU email account even when you are at your Host university as Important information regarding your enrolment will be sent to this email address.</p> <p>Documents required:</p> <p>Please send a certified transcript of records from the 2nd year institution to</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 Examinations 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 an original with stamp and signature.</p> <p>Students will receive the certificate, a transcript of records and a diploma supplement by post or</p>

	<p>BOKU (to be downloaded in BOKUonline with electronic signature) checked at the host university at latest 3 months before you submit the Master's thesis there.</p> <p>To graduate at BOKU you have to:</p> <ol style="list-style-type: none"> 1. Enter all courses done at the partner university (not BOKU) in your BOKUonline account (one data sheet per course) (info-guide accreditation/recognition to be downloaded at: http://www.boku.ac.at/int-master-ells-env-graduation.html) 2. Submit the following documents to the administrative coordinator at ZIB, who will forward them to the Study Services (graduation unit): <ul style="list-style-type: none"> - Form "Request for issuing of graduation documents for Master's degree" - Admission certificate - Last version of the Individual Course Plan (http://www.boku.ac.at/int-master-ells-env-icp.html) - Graduation documents (master certificate) of the university, where the defence has taken place (important: date of the defence/final exam) - Transcript of Records Host University (with signature and stamp, including ALL exam dates) - Assessment of the thesis by co-supervisor (BOKU) (= official letter, signed and stamped, including a short statement about the thesis and a grade – copy sent by e-mail sufficient) or EnvEuro thesis evaluation form) - Clearance of your library account (info-guide library clearance) - not necessary, if you are physically not in Vienna - Transcript of Records from all other attended universities during your master programme - UStat questionnaire (info-guide Ustat resp. 	<ul style="list-style-type: none"> - Transcript of records of courses taken at the HOST university and the Environmental Management in Europe course at UCPH - Certified copy of passport or other identification - Certified copy of BSc certificate (if taken outside Sweden - If courses from other Swedish institutions should be included, enclose a Ladok transcript listing the courses <p>In connection with the graduation, you're also encouraged to fill in a program valuation form that will be sent to you.</p>	<p>enveuro@science.ku.dk.</p> <p>If you are from BOKU, you must additionally submit the individual course plan.</p> <p>Please also inform us of your current address as we only have your Danish address in our administrative system.</p>	<p>they can pick up the documents at the Student Information Centre. Alternatively, they can also attend the graduation ceremony at the end of October, where they will receive their certificate.</p>
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	<p>info-guide substitute code).</p> <p>The documents have to be submitted as originals or certified copies.</p>			
<p>Awarding and delivery of Master certificate and the EnvEuro Certificate</p>	<p>The Study services (graduation unit) will send you an e-mail as soon as your graduation documents are ready (1-4 weeks after the defence). You need your BOKUcard or an official photographic ID and the confirmation of the UStat2 questionnaire to pick them up (Info-Guide UStat - Info-Guide Substitute Code – to be downloaded at http://www.boku.ac.at/int-master-ells-env-graduation.html).</p> <p>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"> - your current postal address - a certificate of authority "I, FIRST NAME+ LAST NAME, hereby authorise Ms. Ulrike Piringer to collect my EnvEuro graduation documents under my name at BOKU since I reside in XXX and am unable to collect them personally." <p>In addition, a roll of the certificate can be issued (€ 50): https://www.boku.ac.at/en/studienservices/themen/sponsionen-promotionen/anmeldung/</p> <p>The EnvEuro Certificate will be issued at the ELLS scientific student conference. If you wish to have your EnvEuro certificate issued earlier or are unable to attend the conference, please contact vjjc@plen.ku.dk (the issuing of your EnvEuro diploma depends on the submission of your thesis to the EnvEuro secretariat).</p>	<p>The Master certificate will be sent directly from SLU to the student by registered mail.</p> <p>The EnvEuro Certificate will be issued at the ELLS scientific student conference. If you wish to have your EnvEuro certificate issued earlier or are unable to attend the conference, please contact vjjc@plen.ku.dk (the issuing of your EnvEuro diploma depends on the submission of your thesis to the EnvEuro secretariat).</p>	<p>According to national law, your diploma must be issued max. 2 months after the last grade is available.</p> <p>You will receive the certificate as well as a diploma supplement by post.</p> <p>The EnvEuro Certificate will be issued at the ELLS scientific student conference. If you wish to have your EnvEuro certificate issued earlier or are unable to attend the conference, please contact vjjc@plen.ku.dk (the issuing of your EnvEuro diploma depends on the submission of your thesis to the EnvEuro secretariat).</p>	<p>It usually takes the Examinations Office two weeks after receiving all the grades 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 at the Student Information Centre. Alternatively, they can also attend the graduation ceremony at the end of October, where they will receive their certificate.</p> <p>The EnvEuro Certificate will be issued at the ELLS scientific student conference. If you wish to have your EnvEuro certificate issued earlier or are unable to attend the conference, please contact vjjc@plen.ku.dk (the issuing of your EnvEuro diploma depends on the submission of your thesis to the EnvEuro secretariat).</p>
<p>Graduation ceremony</p>	<p>See: https://www.boku.ac.at/en/studienservices/themen/sponsionen-promotionen/ The graduation ceremony at BOKU takes place in the university's ceremonial hall, various times per semester. Registration by paying the fee in the graduation office (€ 110 including DVD)</p>	<p>There is no graduation ceremony at SLU. However, there is an informal graduation ceremony that takes place during the ELLS student conference each year and is a memorable way to commemorate your achievement.</p>	<p>If you are present at UCPH in April or October you can participate in the graduation ceremony of the Faculty of Science</p> <p>In addition, there is an informal graduation ceremony that takes place during the ELLS student conference each year and it is a memorable way to commemorate your</p>	<p>Students who are present at UHOH in October can participate in the graduation ceremony of the Faculty of Agricultural Sciences, regardless of whether they were home or host students at UHOH.</p> <p>In addition, there is an informal graduation ceremony that takes place during the ELLS</p>

	<p>Deadline for registration: 3 weeks (Monday, 12.00) before the ceremony (AFTER defence). The dates of the ceremonies can be found at: https://www.boku.ac.at/en/studienservices/themen/sponsionen-promotionen/termine/ In addition, there is an informal graduation ceremony that takes place during the ELLS student conference each year and is a memorable way to commemorate your achievement.</p>		achievement.	student conference each year and is a memorable way to commemorate your achievement.
Please add any other relevant information	<p>Useful websites: http://www.boku.ac.at/int-master-ells-env-graduation.html http://www.boku.ac.at/int-master-ells-env-thesis.html http://www.boku.ac.at/en/studienservices/themen/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-internationalen-masterstudien/</p>	<p>Very useful SLU web site on the thesis course: https://intern.sl.se/en/ni-msc-thesis/ The Uppsala EnvEuro Facebook group is useful if you would like to get in contact with students who already graduated from SLU: https://www.facebook.com/groups/363149613761067/</p>	<p>Useful website regarding your master thesis: https://intranet.ku.dk/environmental_chemistry_health_ma/studyprogramme/mastersthesis/Pages/default.aspx</p>	<p>Useful websites: https://agrar.uni-hohenheim.de/during_studies https://www.uni-hohenheim.de/enveuro-eo?&L=1 https://www.uni-hohenheim.de/en/enveuro-eo#answer_9321_181658_ab2f1</p>