

Guidelines for EnvEuro Thesis Supervisor and Co-Supervisor

The EnvEuro programme is a unique international double degree MSc programme that spans across 4 different universities (BOKU, UCPH, UHOH, SLU), each of which has their own regulations for how a master's thesis should be done; therefore, by becoming a supervisor of an EnvEuro student you will be taking part in a programme that differs from the ordinary (national) master's thesis, and thus has different specific guidelines for supervisors. Below are some considerations to keep in mind as you supervise an EnvEuro student, in addition to adhering to your local regulations. These guidelines have been created to help supervisors and students get the most out of the thesis writing process.

- There will be a main supervisor from the host university (2nd year university where the student is writing their thesis) and a co-supervisor from the home university (where the student completed their first year).
- The main supervisor and co-supervisor both contribute knowledge, enhance and help the student define the thesis topic (identification of topic/problem, planning, doing, data interpretation and discussion, etc.)
- As a rule of thumb the main supervisor is expected to contribute approx. 2/3 of the science of the thesis, and the co-supervisor is expected to contribute approx. 1/3.
- The co-supervisor is meant to add an extra dimension to the thesis work; i.e. could be an additional field of expertise to obtain a cross-disciplinary thesis, or a complimentary expertise in terms of geographical area of study covered by the co-supervisor.
- A co-supervisor is not required to travel to the country where the student is conducting their thesis and will not be monetarily compensated for their work.
- In order to ensure the supervisor and the co-supervisor collaboration is efficient and constructive, the following questions are suggestions of what should be answered at an initial meeting or early in the project process:
 - Who will be responsible for what? For example, lab analysis, experiment assistance, research contribution, etc.
 - How can each person's professional/education background contribute?
 - How often will meetings take place? Where? (an online meeting platform can easily be arranged by the EnvEuro secretariat)
 - Who will lead the thesis project- student or supervisor?
 - What information will be provided before each supervision meeting? For example agenda, reading materials to be discussed, data to be discussed?
 - How much input regarding student's work will each supervisor provide?
- In the final defense of the thesis, both the main supervisor and the co-supervisor must be present either in person or via a videoconference. The main supervisor is responsible for arranging the online defense and ensuring all parties can be present. The online defense is arranged via the videolink support at each university
 - BOKU: videokonferenz@boku.ac.at
 - UCPH, SCIENCE IT: Mogens Abildgaard moa@science.ku.dk
 - UHOH: Ingo Kneller ingo.kneller@uni-hohenheim.de
 - SLU: Videoconference@slu.se
- Both supervisors are equally responsible for the final marking of the students – and external examiners are included in the grading at the university of the main supervisor when the national regulations require this.
- Once the student has submitted the thesis, the main supervisor is responsible for notifying the EnvEuro secretariat of the defense date.
- Attached to these guidelines you will find three forms "Thesis Evaluation Form", "Thesis Defense Evaluation Form" and "Supervisor Report". These forms are to be filled out by supervisors and examiners responsible for grading, and then submitted to the EnvEuro secretariat (enveuro@science.ku.dk) and the student within one week of the student's thesis defense.

For more guidelines about the EnvEuro thesis writing process, please see the student guide "Master Thesis Guide for the EnvEuro programme". Here you will find the information that has been given to the student; However, it also serves as a starting point for you to understand the guiding principles outlined for the student, which can help your collaboration efforts throughout the process

Name: _____ Title of Thesis: _____

University _____

Starting Date: _____ Finishing Date: _____ Number of pages: _____

Evaluation Criteria	Comments	Grade points/ Grades
Problem definition <ul style="list-style-type: none"> • relevant • clearly phrased • testable 		
Research design <ul style="list-style-type: none"> • theoretical framework • research methods 		
Execution <ul style="list-style-type: none"> • scholarly level • level of innovation 		
Research results <ul style="list-style-type: none"> • description • analysis 		
Analysis, interpretation, conclusions <ul style="list-style-type: none"> • clear • defensible 		
Justification of the sources and literature used		
Clearly phrased reporting		
Structure of the thesis		
Further comments		
Grade²		

Date, Name and signature of the examiner

Name: _____ Title of Thesis: _____

University: _____ Date of Defense: _____

Evaluation Criteria	Comments	Grade points/ Grades
Defence of the content <ul style="list-style-type: none"> • Ability to explain his/her work • Knowledge of his/her subject area and related fields 		
Flexibility of the student to: <ul style="list-style-type: none"> • answer questions • make a point in discussion • transfer his/her results 		
Presentation skills <ul style="list-style-type: none"> • Ability to outline a topic • Language skills • Use of media 		
Further comments		
Grade²		

Date, Name and signature of the examiner

Name: _____ Title of Thesis: _____

University _____

Starting Date: _____ Finishing Date: _____ Number of pages: _____

Evaluation Criteria	Comments	Grade points/ Grades
Personal and professional development		
Capability to work independently		
Capability for project management		
Creativity of problem solving		
Unforeseen obstacles		
Cooperation with supervisor		
Participation at seminars and meetings		
Special circumstances		
Further comments		

Date, Name and signature of supervisor
