

Master Thesis Guide for the EnvEuro Programme

Student Guide
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FOR LIFE SCIENCES

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Introduction

This guide has been created to help you, as an EnvEuro student, get a better understanding of what is expected of you throughout writing your thesis project, understand the fundamental differences between traditions in writing a thesis at each of the four partner universities, as well as to help you make the most of your thesis project. In the following, you will find general information for all EnvEuro students, regarding the rules and regulations of writing a thesis for the EnvEuro programme, and information specific to each university's traditions and regulations.

Note: When looking at the specific university section (starting page 12) please look at the university where you will write your thesis (host). The information is intended to give you answers to important questions you may have during your thesis writing process. The universities are abbreviated as follows and listed alphabetically according to the abbreviation:

University of Natural Resources and Life Sciences, Vienna -	BOKU
Swedish University of Agricultural Sciences -	SLU
Faculty of SCIENCE, University of Copenhagen -	UCPH
University of Hohenheim -	UHOH

General Information about Your Thesis

When beginning to think about your thesis you should consider what profile you would like to have, based on your learning experiences during the EnvEuro programme, your chosen specialisation(s) and other areas of interest. Your thesis is, essentially, your chance to choose an area of interest within the specialisation(s) you have chosen to focus on in the EnvEuro programme. In addition, it is important, when planning your thesis topic, to consider what your research is contributing to and how meaningfully your topic contributes to relevant and current environmental management.

The thesis project is worth 30 ECTS at each of the four partner universities, this is the equivalent to approximately 825 hours of work time.

Supervisors

One of the most unique aspects of an EnvEuro thesis project is the fact that you will have two supervisors: a main supervisor at your host university, and a co-supervisor from your home university. Having two supervisors gives you the opportunity to have input and expertise from people with two different backgrounds, specialisations and with various experiences, which can enhance the outcome of your thesis project. A supervisor and co-supervisor are mandatory and both are required to ensure you graduate with the double-degree EnvEuro diploma. The role of the main supervisor and co-supervisor is to contribute their expertise to your thesis topic from their field of knowledge in order to support and enhance your thesis work. Ultimately, the purpose of having two supervisors is to give you an advantageous perspective on the field in which you intend to pursue with your thesis project, while taking into account the specialisation(s) that you have focused on. As a rule of thumb, the main supervisor contributes to two-thirds and the co-supervisor contributes to one-third of the science throughout the project. If necessary you can also include another supervisor in addition to your main and co-supervisor who is referred to as the 'project supervisor'. The project supervisor can take up to a

25% share of supervision and should be included in the thesis contract – with the remaining split two-thirds and a third between the supervisor and co-supervisor, respectively:

	Supervisor share	Co-supervisor share	Project Supervisor
With Supervisor and Co-supervisor	66.60%	33.30%	-
With Supervisor, Co-supervisor and Project Supervisor	50%	25%	25%

When thinking about who might be a suitable supervisor for your project, you must observe the local rules, regulations and traditions at both universities you have attended. In order to help your potential supervisors decide if they can accept the uniqueness of the EnvEuro's joint supervision scheme, you should present them with a copy of the corresponding '[Supervisor and Co-Supervisor Guidelines](#)', along with the two thesis evaluation forms. This set of guidelines serves as a method of communication between you and your potential supervisors to ensure that they accept and understand the basic regulations of the EnvEuro programme. The two evaluation forms '[Thesis Evaluation Form](#)' and '[Thesis Defense Evaluation Form](#)' are meant to be given to your supervisors, together with the guidelines at the beginning of your project. At the end of your project, the supervisors should fill in these forms and submit them to the EnvEuro secretariat (enveuro@science.ku.dk) as well as a copy to you, within one week of your final defence.

Additionally, on the EnvEuro homepage, you can see a list of previous EnvEuro supervisors and their specialties under '[List of Former Supervisors and Thesis Titles](#)', including their contact information. Here you can get an overview of who has supervised the projects of your EnvEuro colleagues, and what type of projects they have supervised.

Important note: Both supervisors must participate actively in your supervision and attend the final defense of your thesis. This must be done in person, or via online video conferencing and the EnvEuro secretariat should be informed (enveuro@science.ku.dk)

Main Supervisors Role

Your main supervisor can only be someone from your HOST University. It is not permitted to have a main supervisor from your HOME University. As mentioned, your main supervisor has the larger share of supervision and should be your first reference point for any issues related to your thesis (with all correspondence and interaction related to your thesis being cc'ed to your co-supervisor). The main supervisor should represent both the core aspects of your thesis topic and your chosen specialisations. For further, and more specific, requirements about who your main supervisor is allowed to be, please see the section on universities and look at the university where you will write your thesis.

Co-supervisors Role

The co-supervisor is someone from your HOME University, and the role of the co-supervisor can be defined as an additional contributor to the scientific portions of your thesis work. This means that without their input, your thesis would be lacking a significant amount of expertise. It is important that your co-supervisor does not simply duplicate the field in which the main supervisor covers, as the point is to have a variety of expertise. If there are a variety of backgrounds contributing to your thesis, you and your supervisors will all be able to have a good opportunity to gain more knowledge on the topic you have chosen. Throughout your project, it is your responsibility, along with your main supervisor, to ensure that the co-supervisor is involved in your project. In the final assessment of your thesis, your co-supervisor is equally responsible for your overall grade. Additionally, at some universities there is an external examiner, which will be included in the assessment of your thesis.

Note: At SLU, your thesis is only graded by an external examiner (not your supervisors) and the final grade is awarded after you have revised the criticisms following your defense.

Role of EnvEuro Advisory Board and Teacher Team

The EnvEuro Advisory Board and Teacher Team are available to help you if you need assistance in finding supervisors for your project. You can approach any of your local teacher team members and they will be able to help suggest local people and resources that are suitable for your topic of choice, or people they might know that are offering specific thesis projects. To see an overview and contact information of the EnvEuro teacher teams and board, see the "Contact information" section at the back of this document.

Note: The EnvEuro Advisory Board and Teacher Team do not have a role in the assessment of your final thesis project, unless someone from these teams is acting as your supervisor.

Thesis Format

There is no required format for your thesis; however, at all of the four universities, it is recommended that you follow the general scientific publication headings. This should be discussed in greater detail with your supervisors, especially if you wish to deviate from this format.

Note: If you write your thesis at SLU you are required to write a popular summary of your thesis, too.

Abstract

The abstract is a concise, short summary (one paragraph) of your thesis project. Its purpose is to give readers a quick idea about the basic content of the thesis, with the primary emphasis on results and conclusions. It should be able to "stand on its own" and be a self-contained document. There should be no need to look elsewhere in the thesis for an understanding of what is said in the abstract.

Introduction

The introduction should be brief, but it should inform the reader of the purpose of the experiments/project performed, while also presenting the appropriate background. Make sure you know who your audience is, the reader should know enough to appreciate the relevance of the work and why

it is appropriate to ask the question that you have addressed in your project. 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.

Methods

In this section you should clearly summarize and explain, in your own words, how you carried out your study. Here is where the reader should understand precisely how you conducted your study. You can 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?

Results

The function of the results section is to objectively 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.

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. Your discussion is where you make conclusions and then suggest how the experiment or study could be modified, what questions still remain after the project, and perhaps which direction the research could go after conducting this project.

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. For citation within the document, please follow the official Harvard/name-year system.

[Online forms, procedures and documents for your Thesis](#)

Forms and documents relating to your thesis can be found under the 'Downloads' tab on the EnvEuro website.

You are required to send a copy of your completed thesis to the EnvEuro secretariat (enveuro@science.ku.dk) upon completion of your thesis (final copy) and indicate if you agree to publication on the EnvEuro homepage. If you agree to publish your thesis, you are giving future students an opportunity to see the work that has been undertaken as a platform to begin their own research as well as to get an insight into what the thesis looks like and the level of academic standard required by the EnvEuro programme. In addition, your thesis will guide others to find supervisors in their chosen field and be an indication of the wide variety of disciplines that can be undertaken in the EnvEuro programme. We are also inordinately proud of the work of our EnvEuro graduates and having your thesis on the EnvEuro website is an inspiration both to future students and to all of those working behind the scenes in the EnvEuro administrative and academic offices.

Finally, when the date for your thesis defence has been fixed, you are required to notify the secretariat at enveuro@science.ku.dk of the date and time of the defence.

Note: for students at SLU, all domestic procedures are described in a guidance found under "Documents" at <https://internet.slu.se/nj-msc-thesis>. This web page also includes all SLU forms that should be filled.

Thesis Defence

A thesis defence is similar to an oral examination – but is, unlike most other examinations, based entirely upon your written thesis work¹. This means, in theory, that you should know more about your work than do your examiners. As ideal as this sounds, it creates an unusual examination setting in that your examiner will ask you questions to clarify and/or justify aspects of your thesis as well as expect you to provide a critical analysis of your methods, materials and results. It is important in a thesis defence to be self-reflective, self-critical and straightforward – to explain the findings/what was done well/what could be done better/ what other aspects could have been considered and so on.

Once again, due to the unique aspect of the EnvEuro programme it is a requirement that both your supervisor and co-supervisor are in attendance at your defence and the EnvEuro secretariat has been informed

Since the supervisor and the co-supervisor are rarely in the same country for a defence, most EnvEuro defences are conducted online. The supervisor is usually present and the co-supervisor usually participates via an online conferencing stream (this can be reversed but a student needs to be in an exam setting with at least one of the supervisors in attendance).

The EnvEuro M.Sc. thesis defence is an official examination and should be handled professionally and with a secure connection, therefore we suggest that you use the videolink rooms of the EnvEuro universities. There should be a videolink conference room at each university, where you will find all necessary equipment and technical assistance:

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

Your supervisor is responsible for the thesis defence. Please ask your supervisor to arrange the defence. Your supervisor and your co-supervisor should contact the videolink support at each of their universities, in order to make the connection.

Facebook eCampus and the Thesis

The EnvEuro eCampus on Facebook can be an important resource for you during the thesis project. Keeping up with fellow students during the thesis semester can be very encouraging and motivating and only those students actually doing their thesis will know exactly what it's like so you'll find some good

¹ Students who write their thesis at BOKU and follow the curriculum 2014 or earlier, have to take a master's examination including the defense and two additional subjects.

company there and of course other students with whom you might want to discuss issues/topics around your thesis. It's also an avenue for you to organize social events and let others know when important dates are coming up.

Keep in mind that we all (other students, EnvEuro secretariat, teachers) want to know how you're doing, too, so use Facebook to announce when you've worked out your thesis topic, when you've submitted your thesis and when and where your thesis defence is taking place.

Graduation and Graduation Guide

The process of Graduation begins from the moment you begin your EnvEuro Studies until you receive your EnvEuro MSc Diploma. For this reason, we have compiled a Graduation Guide to assist you as you progress through the course and move from your home University to your host University. Collecting documents on time will save you applying for them or needing signatures at inconvenient times (such as vacation periods) and possibly delaying your final graduation day. Therefore, it is important that you adhere to the procedure as described by each University. The Graduation Guide can be found under '[Downloads](#)' link on the EnvEuro website

EnvEuro Programme Contact Information

Advisory Board

UCPH Head of Advisory Board Bjarne W. Strobel	bjwe@plen.ku.dk	+45 3533 2411
BOKU Programme Director Markus Puschenreiter	markus.puschenreiter@boku.ac.at	+43 1 47654-91162
BOKU Programme Vice Director Maria Fürhacker	Maria.fuerhacker@boku.ac.at	+43 1 47654-81112
SLU Programme Director Tobias Vrede	Tobias.Vrede@slu.se	+46 18-673117
UHOH Programme Director Andreas Fangmeier	andreas.fangmeier@uni-hohenheim.de	+49 711 459 22189

EnvEuro Secretariat

Academic Coordinator Christian Bugge Henriksen	cbh@plen.ku.dk	+45 3533 2363
Administrative Coordinator Ida Marie Krogager Pia Hartmann Jakobsen	enveuro@science.ku.dk	+45 3533 6916 +45 3533 2094
Assistant Academic Coordinator Victoria Chuang	vijc@plen.ku.dk	+45 3533 4550

Local Administration

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SLU	Tobias Vrede	tobias.vrede@slu.se
UCPH	Ida Marie Krogager Pia Hartmann Jakobsen	enveuro@science.ku.dk
UHOH	Patricia Ritter	p.ritter@uni-hohenheim.de

Teacher Team Members Responsible for Specialisations

BOKU

Specialisation

Herbert Formayer	herbert.formayer@boku.ac.at	+43 1 47654 81415	Climate Change
Markus Puschenreiter	markus.puschenreiter@boku.ac.at	+43 1 47654 91162	Soil resources and Land Use
Karin Tremetsberger	karin.tremetsberger@boku.ac.at	+43 1 47654-83113	Ecosystems and Biodiversity
Johann Zaller	johann.zaller@boku.ac.at	+43 1 47654-83318	Ecosystems and Biodiversity
Maria Fürhacker	Maria.fuerhacker@boku.ac.at	+43 1 47654-81112	Water Resources

UCPH

Specialisation

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Hans Chr. Bruun Hansen	haha@plen.ku.dk	+45 3533 2418	Soil Resources and Land Use
John R. Porter	jrp@plen.ku.dk	+45.3533 3377	Climate Change
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Sander Bruun	sab@plen.ku.dk	+45 3533 3481	Environmental Impacts
Tove Enggrob Boon	tb@plen.ku.dk	+45 3533 1760	Environmental Management
Jakob Weiner	jw@plen.ku.dk	+45 3533 2822	Ecosystems and Biodiversity

SLU**Specialisation**

Dan Berggren Kleja	dan.berggren@slu.se	+46 18-67 24 69	Soil Resources and Land Use & Water Resources
Tobias Vrede	tobias.vrede@slu.se	+46 18-67 31 17	Water Resources
Lisbet Lewan	Lisbet.Lewan@slu.se	+46 18-67 26 29	Soil Resources and Land Use & Water Resources
Sara Holmgren	sara.holmgren@slu.se	+46 18 67 38 04	Social Science branch of Environmental Science


UHOH**Specialisation**

Andreas Fangmeier	afangm@uni-hohenheim.de	+49 711 459 22189	Environmental Impacts & Climate Change
Reiner Doluschitz	Reiner.Doluschitz@uni-hohenheim.de	+49 711 459 22841	Environmental Management
Thilo Streck	tstreck@uni-hohenheim.de	+49 711 459 22796	Soil Resources and Land Use
Frank Schurr	frank.schurr@uni-hohenheim.de	+49 711 459-22865	Ecosystems and Biodiversity

Specific University Information

	University of Natural Resources and Life Sciences, Vienna, Austria (BOKU)	Swedish University of Agricultural Sciences, Uppsala, Sweden (SLU)	University of Copenhagen, Copenhagen , Denmark (UCPH)	University of Hohenheim, Stuttgart, Germany (UHOH)
What is the purpose of the master thesis?	You should learn to work on a scientific question, do individual work and be able to defend your results.	<p>The objective of the course is to develop skills in independently planning, realizing, and presenting a scientific study within chosen area. The student shall, within the project work, specialise his/her knowledge of the subject.</p> <p>With successful completion of this course, the student will, within chosen area, be able to:</p> <ul style="list-style-type: none"> - identify, delimit, and formulate scientific problems, based on earlier attained knowledge - independently plan and realize a scientific study - independently search for, evaluate, critically interpret and compile relevant information - in writing present scientific results in English - orally present and discuss results - make a popular summary of a scientific study - critically and constructive evaluate other students scientific studies 	<p>Once you have completed your thesis you should be able to have the following:</p> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> - identify scientific problems within the programme's subject areas - use an appropriate set of methods and theory based on international research in your work with the problem formulation <p><u>Skills</u></p> <ul style="list-style-type: none"> - utilize and assume a critical stance towards theories and methods and their applicability and limitations - assess the extent to which the production and interpretation of results/material depends on the selected theory/method and the selected delimitation - discuss matters of relevance to the scientific and industrial milieus raised by the thesis <p><u>Competences</u></p> <ul style="list-style-type: none"> - make clear and scientifically based conclusions in relation to the problem formulation and more generally in relation to the overall problem and the subject area - discuss theories/models from the basis of an organised set of values and with a high level of independence - assess the thesis' scientific and societal impact from an ethical viewpoint - start up and complete scientific work in a research setting - solve complex problems and carry out development assignments in a work context 	The master thesis shall show that you are able to work independently on a problem in the field of Environmental Sciences using scientific methods within a fixed period of time.

<p>When should I begin writing my thesis?</p>	<p>The master thesis shall be done in the fourth semester of the EnvEuro Master programme. Therefore, the main supervisor should be found, and the task 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).</p>	<p>You should begin writing your thesis in your fourth semester of the EnvEuro programme.</p> <p>In order to do a master's thesis at SLU you need to be admitted to the thesis course "Independent Project in Environmental Science - Master's thesis, EX0431". The course homepage (including prerequisites, syllabus, etc) can be found after searching for EX0431 on the site https://student.slu.se/en/studies/courses-and-programmes/course-pages/ You need to sign up for this master thesis course before the 15th of October by sending an email to mobility@slu.se, but you will not be registered for it until you have found a supervisor and a topic. The academic coordinator, Tobias Vrede can assist you if you need help finding a supervisor.</p> <p>Be aware: If you want to apply for the EnvEuro degree later you have to write a thesis in Environmental Science (no other subject!) which means that your examiner has to be certified to examine within environmental science.</p> <p>The master's thesis course is 30 ECTS credits. Except for the thesis itself it includes also a compulsory part which contains lectures and exercises on literature search and scientific theory (http://www.slu.se/NJ/compulsory-parts). You also have to be an opponent to another student's thesis.</p>	<p>You should begin writing your thesis in the fourth semester. However, you are encouraged to think about your thesis already in your second semester, so that you can contact potential co-supervisors before you leave your home university.</p>	<p>You should register for the master thesis preferably at the end of your third semester or 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. In this case, registration must be done immediately after the reasons for the failure to comply with the deadline lapse and at a date that the examination board will set.</p> <p>If UHOH is your HOME University: You also have to register your thesis with the examination office using this form: https://www.uni-hohenheim.de/fileadmin/uni_hohenheim/PA/formulare/AN/Agrar/master/Anmeldeformular_Master-Arbeit_Agrar.pdf</p> <p>Note: After registration you must finish and submit the written part within 6 months!</p>
<p>Are there any forms/ contracts I need to submit before writing my thesis?</p>	<p>See http://www.boku.ac.at/int-master-ells-env-thesis.html</p> <p>You are responsible for completing the EnvEuro master thesis form, which is in the form of an Absalon survey, sent out by email annually.</p> <p>Once you have determined your thesis topic and who your main supervisor and co-supervisor are, you must register your master's thesis at the examination office of the study services. In order to register to write and defend your master thesis at BOKU you will need:</p> <ul style="list-style-type: none"> - Form "Master's thesis registration" <p>Students who follow the curriculum 2015 (15U) and later</p>	<p>You are responsible for completing the EnvEuro master thesis form, which is in the form of an Absalon survey, sent out by email annually.</p> <p>There are also SLU forms to be filled. At the very start of the project you should fill a registration form, and during the first week you, your supervisor and your examiner should fill a work plan for your master thesis.</p> <p>The work plan include i.a. preliminary</p>	<p>You are responsible for completing the EnvEuro master thesis form, which is in the form of an Absalon survey, sent out by email annually.</p> <p>Before the thesis commences, there must be a written agreement (thesis contract) between the student and the supervisor(s). The thesis contract form can be found in English at: http://www.science.ku.dk/english/courses-and-programmes/forms/Thesis_Contract.pdf</p> <p>The agreement must include a formulation of the topic that is approved by the supervisor(s). The</p>	<p>You are responsible for completing the EnvEuro master thesis form, which is in the form of an Absalon survey, sent out by email annually.</p> <p>You are required to submit a "contract" to the Examinations Office. This contract includes the working title of the thesis, the supervisors and the start date of your thesis work. You and your main supervisor must sign the contract. The Examinations Office is part of the "central student office" which acts as a service center.</p>

	<p>have to fill in the 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.</p> <ul style="list-style-type: none"> - E-mail from the programme coordinator that he agrees with supervisor and co-supervisor (and examination subjects) or signature on the registration form - 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>When you start writing your thesis / a semester before graduating:</p> <ul style="list-style-type: none"> - Enter all courses done at the partner university (not BOKU) in your BOKUonline account (one data sheet per course) - Have your Individual Course Plan and your Transcript of Records from the home 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 Mendelstr. 33, 1180 Vienna). <p>Note: There is no formal time period between registering and submitting the thesis.</p>	<p>title of the thesis, hypotheses, agreement on working procedures and a time plan that in total should sum up to 20 weeks of full time studies.</p> <p>All forms are found under "Documents" at: https://internet.slu.se/nj-msc-thesis</p>	<p>agreement is kept by the department of your main supervisor.</p> <p>You submit the thesis contract on-line:</p> <p>You fill out the contract at your Self Service:</p> <ol style="list-style-type: none"> 1. Click on Enrolment, courses & exams in the left menu. 2. Choose Dissertation contract under the tab Examination. <p>In order to complete the contract correctly, please use this user guide:</p> <p> How to fill out your thesis contract</p> <p>Even though you do not have all the required information for the thesis contract, you may start filling out the contract, save it, and complete it later with new information. You may e.g. edit the title and thesis statement of your thesis continuously at any time. When saving and editing, your contract will have the status In progress of formation and you are the only with access to the contract.</p> <p>Only when you press Ready for approval, you send your completed thesis contract for approval. Please note, that it may take up to 2 month before a thesis contract is approved.</p> <p>After having pressed Ready for approval, you must create a PDF edition of your thesis contract. You do this by pressing Print and choose a PDF-printer on your PC. Mail the PDF to your responsible supervisor. Write the following in the subject field: <i>Thesis contract for approval</i>.</p> <p>You must also submit a thesis contract at your host university. Please forward a copy by e-mail to the contact person at your host university</p>	<p>This registration form is available here: https://www.uni-hohenheim.de/fileadmin/uni_hohenheim/PA/formulare/AN/Agrar/master/Anmeldeformular_Mas-ter-Arbeit_Agrar.pdf</p>
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			You are also responsible for meeting with your supervisors to discuss and formulate a plan for supervision concerning mutual expectations, appointments, the gathering of primary data/experimental work, etc. This is considered an important first step to the collaboration between you and both of your supervisors, and should occur early!	
<p>1. How much time do I have to write my thesis?</p> <p>2. If there is a limit, what happens if the time span is exceeded?</p>	<p>1 At BOKU there is no formal time period in which the master thesis must be completed. 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>2 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 http://www.boku.ac.at/en/studienservices/themen/studienbeitraege-foerderungen/)</p>	<p>1 Since the thesis is worth 30 ECTS, this corresponds to 20 weeks/5months active fulltime work. If field work is involved that has to be done at a special season the working time can be extended, but the total amount of work shall not exceed 20 weeks/5months. How and when you do those 20 weeks will be written down in your work plan.</p> <p>2 If the time span is exceeded it could affect the grading. Normally, the results which are graded are those which were completed in the 20 weeks. In special circumstances this time frame could be prolonged.</p>	<p>1 Once you sign the formal contract with UCPH, the deadline for submission is 6 months. Your main supervisor is responsible for ensuring that the thesis project is of a scope that can be completed within the specified time frame.</p> <p>2 The submission deadline specified in the thesis agreement is binding. Therefore, when the agreement has been entered and the submission deadline is set, cancellation is not possible. If the thesis is not submitted by the date specified in the contract, you will have used one attempt at examination. The supervisor must report the used examination attempt to Study and Students' Affairs. You cannot be granted leave of absence in the thesis period (only in case of illness documented by your doctor). If you do not submit the thesis in due time according to the deadline (including potential postponement), a modified topic must be formulated within the same subject area, and a new time limit of 3 months duration is set. The new topic must be formulated and approved by the supervisors. The change must correspond to a work load of an additional three months disregarding the ECTS credit value of the thesis. If the time span is exceeded, the grading might be affected.</p> <p>Note: The host university regulations apply no matter where the field work takes place - this goes for time and examination.</p>	<p>1 Once you have submitted the registration form to the Examinations Office, you have six months to write your thesis. You may refuse/change the topic once but this is only possible within the first two months. In exceptional and justified cases, the period of time may be extended upon application by three months at most if the supervising person and the examination board agree.</p> <p>2 You can exceed the contracted 6 months in cases of disease, pregnancy, etc. However, this must be proven to the Examinations Office through doctor's certificate, or the like. It is also possible to exceed the 6 months for reasons of delay not due to your responsibility (i.e. breakdown of instruments etc.). However, this also has to be proven by the supervisor. If the time span is exceeded without reasons, the thesis will be marked as failed and then you will have to write another thesis. A new thesis topic must be registered within 4 weeks after the announcement of the result "fail". It is possible to extend the thesis up to 3 months by submitting an application to the board and with the approval of your supervisor at least two weeks before the initial submission deadline.</p> <p>Note: As long as you are working on your thesis, you will be responsible for paying semester student fees at UHOH.</p>

<p>How do I find a Supervisor? Who is allowed to be my supervisor?</p>	<p>You are responsible for choosing your thesis topic and supervisor (main supervisor from the host university, co-supervisor from the home university) However, you can ask your local EnvEuro coordinator in the respective specialisation and the programme coordinator to help with suitable suggestions. At BOKU university lecturers with <i>venia docendi</i> (= "habilitiert"), that means professors and associated professors are allowed to act as your thesis supervisor or co-supervisor, but NOT assistant professors.</p>	<p>It is expected that you find your supervisor by yourself. Your main supervisor must be someone from SLU. However, you can also ask your local EnvEuro coordinator, the director of studies at different departments and other teachers to help you. At the home page of several departments you can find suggested themes for thesis work. A links to several departments' suggested thesis topics can be found at https://intern.sl.se/nj-msc-thesis</p>	<p>It is expected that you find your supervisor by yourself. However, you can ask your local EnvEuro coordinator or teacher team members to help with suitable suggestions. The main supervisor must be an employee at the Faculty of SCIENCE and must be an assistant professor, postdoctoral fellow, professor, or associate professor. External lecturers and assistant professors/lecturers at the Faculty of SCIENCE may also act as main supervisors. Note: A PhD student cannot be a main supervisor. Supervision is based on the mutual agreement and on the student's individual needs. The supervisor acts as a sparring partner and primarily provides guidance with respect to the structuring of the assignment, the method of analysis, important sources etc. Note: Twice a year in the "Marble Hall", UCPH hosts a research affair where you can connect with professors offering thesis projects. Contact student services for more information (studentservices@science.ku.dk, phone +45 3533 3533)</p>	<p>It is expected that you find your supervisor on your own. Your main supervisor must be someone from UHOH. However, you can ask your local EnvEuro coordinator and the members of the teacher teams 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>
<p>1. Am I expected to create my own idea for the thesis topic?</p> <p>2. Am I expected to elaborate the idea in cooperation with the supervisor?</p> <p>3. Must I deliver a specific text/synopsis (e.g. a form) before the supervisor can approve the project?</p> <p>4. How proactive must I be throughout the project?</p> <p>5. How big a part of the thesis must have been available to the supervisor before</p>	<p>1 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. The more proactive you are the better.</p> <p>2 If you need help you can go to your supervisors, as well as members of institute, etc. who can collaborate as needed.</p> <p>3 You must take part in a master's thesis seminar held by your supervisor, which includes: 1) participation at presentations of other students 2) presentation of own work (minimum twice), concept note at the beginning of thesis work. The aim is to get feedback from supervisor and audience on methodology, test, analysis etc. presentation of results. Aim is to reflect the findings before binding the thesis, so comments and improvements are still possible. Also it is training for the final defense.</p> <p>4 It is expected that you are proactive throughout the whole thesis project, and the student is regarded as the project leader.</p>	<p>1 You can suggest ideas for the thesis or you may choose a subject suggested by the supervisor.</p> <p>2 Ideas and hypothesis should be elaborated by you with the supervision of the supervisor.</p> <p>3 At the initial starting time of your project, your ideas and scope of your project will be written down in the work plan, which will be submitted to SLU.</p> <p>4 It is your responsibility to keep the supervisor informed about the progress of the thesis work and the writing during the whole process. It is expected that you are proactive throughout the project. However; if you need assistance, you can get help from the director of studies of the department where you are doing your thesis, your local EnvEuro coordinator and from the department of student affairs and learning development.</p> <p>5 Prior to your defence a draft text close to</p>	<p>1 You can suggest ideas for the thesis topic or you may choose a subject suggested by the supervisor. Alternatively, you can find topics by asking professors or departments if they have any suitable projects for a thesis project, which they need assistance on.</p> <p>2 Ideas and hypotheses should be elaborated by the student under supervision of the supervisor.</p> <p>3 The Thesis Evaluation Form needs to be filled in - by both supervisor and co-supervisor.</p> <p>4 It is expected that you are proactive throughout the whole thesis project, and the student is regarded as the project leader.</p> <p>5 In general the supervisor must approve: - the subject area - the problem formulation - major limitations - the provisional outline</p> <p>In general the supervisor will not: - read major parts of the assignment - be responsible for the content etc. of the final</p>	<p>1 You may choose a topic of a subject field from the specialisation(s) you have completed. This can either be a topic suggested by one of the institutes, or it can be a topic which you suggest to your potential supervisor. In case you don't find a suitable topic, the chairman of the examination board ("Leiter des Studiengangs", currently Professor Fangmeier) is responsible that the candidate receives a topic within a month upon application. The topic shall be determined by at least one of the specialisations taken and has to be feasible for you to write the thesis within a period of six months after the issue date of the topic.</p> <p>2 Depending on the initial negotiations between you and your supervisor, you might be expected to help elaborate on the topic. This is handled individually by the individual supervisors.</p> <p>3 It is not required that you deliver a text/synopsis before the project is approved.</p> <p>4 Your "proactivity" depends on your supervisor. Although it is not formally required, it is helpful to hand in an outline and ideas to problems and goals. You and your supervisor should establish a</p>

<p>submission?</p>	<p>5 You should submit your final thesis work to your supervisors before final submission. The supervisors read the thesis and will make suggestions for improvements.</p> <p>Note: Before you can register for the final defense, where you have to present your thesis, the thesis has to be complete and marked. Please use the form "Assessment form for Master's thesis, which can be found at: http://www.boku.ac.at/en/studienservices/themen/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-internationalen-masterstudien/</p>	<p>the final version should be available to the supervisor, examiner and your opponent.</p>	<p>product</p>	<p>timetable of your proposed work plan including milestones so that you are sure that you will keep your schedule.</p> <p>5 Usually, you submit the final draft of your thesis to your first supervisor before submission of your final version to the Examinations Office.</p>
<p>Is there a specific structure?</p>	<p>The thesis should have a structure of a scientific report. Depending on the specific case, some modifications can be done.</p> <ol style="list-style-type: none"> 1. Abstract 2. Introduction and objectives 3. Literature review 4. Methodology 5. Results 6. Discussion 7. Conclusions 8. Perspectives 9. References 10. Appendixes 	<p>The thesis should have a structure of a scientific report. Depending on the specific case, some modifications can be done.</p> <ol style="list-style-type: none"> 1. Abstract & Popular summary 2. Introduction and objectives 3. Literature review 4. Methodology 5. Results 6. Discussion 7. Conclusions 8. Perspectives 9. References 10. Appendixes <p>A template word document is available at the SLU library site: http://www.slu.se/en/site/library/publish-and-analyse/publish-at-slu/style-sheets-from-slu-university-library/</p>	<p>The thesis should have a structure of a scientific report. Depending on the specific case, some modifications can be done.</p> <ol style="list-style-type: none"> 1. Abstract 2. Introduction and objectives 3. Literature review 4. Methodology 5. Results 6. Discussion 7. Conclusions 8. Perspectives 9. References 10. Appendixes 	<p>The thesis should have a structure of a scientific report. Depending on the specific case, some modifications can be done.</p> <ol style="list-style-type: none"> 1. Abstract 2. Introduction and objectives 3. Literature review 4. Methodology 5. Results 6. Discussion 7. Conclusions 8. Perspectives 9. References 10. Appendixes <p>For HOME and HOST: You also have to include a declaration that you worked on your thesis independently: https://www.uni-hohenheim.de/fileadmin/einrichtungen/agrar/Studium/Plagiate/Erklaerung_Arbeit_englisch.pdf</p>
<p>Are there a required number of pages?</p>	<p>There are no formal requirements; the average number of pages is approx. 100. The decision lies with the supervisor.</p>	<p>Not specified.</p>	<p>Not specified, but typically this is in the range of 50-80 pages.</p>	<p>Not specified, but generally the normal range is between 50-80 pages.</p>
<p>Is it possible to integrate an internship into my thesis project?</p>	<p>Yes, this could be either with a company, municipality or other university.</p> <p>Note: Someone from the internship <u>cannot</u> be considered one of your thesis supervisors.</p>	<p>Yes, it is possible to do your thesis in co-operation with a private company or some other organization outside the university. If this is done, you must still have a main supervisor who is employed at SLU.</p>	<p>Yes, it is possible to do an internship as a part of your thesis. If you are interested in doing this, you must discuss the options and logistics with your supervisor as soon as possible to ensure appropriate planning.</p> <p>Please note that the final diploma will not mention the internship.</p>	<p>Yes, it is possible to do your thesis in co-operation with a private company or some other organization outside of the university. However, you must still have a main supervisor who is employed at the university and who will examine if all the regulations are met.</p>

<p>What do I submit when my thesis project is completed?</p>	<p>See: http://www.boku.ac.at/int-master-ells-env-graduation.html</p> <p>At latest 3 weeks + 1 day before your Master' examination/defensio: Submit your Master's thesis and the required documents for graduating at the Study Services (Gregor Mendelstr. 33, 1180 Vienna)</p> <p>Required documents for your graduation at BOKU (to be submitted at latest 3 weeks + 1 day before your master examination/defence):</p> <p>Students who follow the curriculum 2014 (14U) and earlier have to take a Master's examination (including defense): Please check the list of documents in paragraph "2. For an assessed Master's examination" on the website "Graduation from international Master's degree programmes"</p> <p>Students who follow the curriculum 2015 (15U) (and later) have to take a "defensio": Please check the list of documents in paragraph "3. For a defensio" on the website "Graduation from international Master's degree programmes"</p> <p>Additional information: The co-supervisor can either use the the BOKU form "Assessment form for Master's thesis" OR the Enveuro Thesis evaluation form OR he/she can also issue an official letter, signed and stamped, including a short statement about the thesis and a grade (copy sent by e-mail sufficient) or use the Enveuro thesis evaluation form.</p> <p>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 several months in advance!</p> <p>After finishing the Master thesis, 1 hard copy (hard back book - your name has to be printed at the back of the book) has to be provided to the examination office (no general rules for the first page - please ask your supervisor). In addition you must send an electronic pdf file of the thesis to the central EnvEuro secretariat(enveuro@science.ku.dk), your co-supervisor and the EnvEuro coordinator (at BOKU) (for the copy to</p>	<p>You must produce a "print-ready" manuscript in collaboration with your supervisor. Then your supervisor will enter the document into a system that scans the text for plagiarism. Your supervisor then gives the "print-ready" manuscript and the result of the scan for plagiarism to the examiner who will grade the thesis according to the grading criteria.</p> <p>You are also required to send an electronic copy of your master thesis as a .pdf file to the EnvEuro secretariat at (enveuro@science.ku.dk) to be kept on their files – please indicate, when you forward your Master Thesis to the secretariat, if you agree to having it published on the EnvEuro website</p>	<p>The thesis must be written in English and six copies must be submitted to the supervisor; three paper copies for the supervisor and one for the co-supervisor, one for the external examiner and one for the department files. Additionally, a digital copy, identical with the paper copies, must be submitted for the Faculty Library simultaneously with the submission of the paper copies. It is your responsibility to upload the digital copy. This can be done here: http://www.library.science.ku.dk/guidance/master_thesis_upload/submission/</p> <p>The digital copy will be available to the public at the Faculty of SCIENCE Library or will be held without publication, depending on your choice. The thesis report is the property of the Faculty of SCIENCE and will not be returned to you. You will also specify in the thesis agreement whether the thesis report may be published after the examination. This decision can be changed at the time of submission if you wish. The Intellectual Property Rights (IPR) of the full thesis content belongs to you as a student. In case of inclusion of data or knowledge of which supervisors claim the IRP, this must be clearly stated in the text (e.g. as citation or quotation).</p> <p>You are also required to send an electronic copy of your master thesis as a .pdf file to the EnvEuro secretariat at (enveuro@science.ku.dk) to be kept on their files – please indicate when you forward your Master Thesis to the secretariat if you agree to have it published on the EnvEuro website.</p>	<p>Two bound copies and one digital copy of the master thesis shall be handed in to the Examinations Office within the agreed time limit. You have to include a statement confirming that you wrote the thesis on your own without the use of sources and aids other than mentioned in the thesis. This statement form can be found at https://www.uni-hohenheim.de/fileadmin/einrichtungen/agrar/Studium/Plagiate/Erklaerung_Arbeit_englisch.pdf.</p> <p>All parts of the thesis, which are cited literally or in a rough summary from publication or other secondary material, must be recognizable. Moreover, you should confirm that the thesis was not written for another course as part of an examination.</p> <p>You are also required to send an electronic copy of your master thesis as a pdf-file to the EnvEuro secretariat (enveuro@science.ku.dk) Please also indicate if you agree to publish it on the EnvEuro website.</p>
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	<p>the EnvEuro secretariat, please indicate if you agree to having it published on the EnvEuro website).</p> <p>You submit your thesis at the Study Services (graduation unit), when you register for the final defense. The following forms are needed: -</p> <ul style="list-style-type: none"> - 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 - Admission notification or BOKU Bachelor's examination transcript - Assessment of the thesis by the supervisor/co-supervisor: Assessment form for Master's thesis - 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 <p>Note: The documents have to be submitted as originals. Please be aware that you have your Individual Course Plan and your Transcript of Records from the home university checked a semester in advance, first at ZIB (administrative coordinator) and then at the Study Services (graduation unit) (Gregor Mendelstr. 33, 2nd floor) Before you have your documents checked, you have to enter all courses done at the partner university (not BOKU) in your BOKUonline account (one data sheet per course) – see info-guide accreditation/recognition). After submitting your thesis, abstracts, and various other forms, there is a 3 week waiting period before you can give your final defense. After your defense, the two supervisors will collaborate on your final mark. Your main supervisor from BOKU will then submit your final scores to the examination office, and you will be informed about your graduation.</p>			
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<p>Is an oral defense mandatory?</p>	<p>Yes,</p> <p>Students who follow the curriculum 2015 (15U) and later have to take a "defensio": On October 1, 2014, new graduation guidelines came into force. According to these regulations the student coordinates a date for the defence with two university teachers with <i>venia docendi</i> (= "habilitiert") - that means professors, associated professors and Priv.Doc (but NOT assistant professors) - one of them being the main thesis supervisor. The chair for the defensio will be appointed by the Registration Office (graduation unit) and has to be a member of a different department than the thesis supervisor. Students may suggest a chair. The defence (45 minutes) consists of a presentation (20 minutes) and a scientific discussion. Further details can be found in the guidelines: http://www.boku.ac.at/fileadmin/data/H05000/H11100/TEMP/HPneu/Guidelines_Defensio_2016.pdf. The co-supervisor from the home university has to take part in the defense via video-conference.</p> <p>Please note: Students are asked to arrange the date and place of the Master's examination/defensio with the supervisor, the co-supervisor (and the 2nd examiner) in advance. As a rule, the Master's examination/defensio takes place in BOKU's video-conference room (Faculty Club in Schwackhöferhaus). Please check the availability of this room in BOKUonline (Search -> rooms -> enter Faculty Club -> go to calendar). To make a room reservation and to ask for technical support for the video-conference, please send an e-mail to monika.stoffaneller@boku.ac.at (cc videokonferenz(at)boku.ac.at). When you submit the required documents for graduating, inform the Study services about the planned date/place.</p>	<p>Yes, you are required to do an oral presentation/defense of your thesis. At the defense you will have several people present; your opponent (a fellow student who is required to comment on your thesis work and ask questions), your main supervisor, local examiner, as well as the on-line participation of the EnvEuro co-supervisor from your home university, and finally the examiner of the student opponent.</p> <p>The form for the oral defence varies to some extent between departments, and there are no general requirements set up for how long the defence has to be. The examination will have duration of approximately one hour; normally the oral presentation should be around 30 minutes, and the other 30 minutes are for the opponent student, the examiner and the rest of the audience to ask questions.</p> <p>For your oral presentation you also have to book the AdobeConnect Online room under: http://www.enveurodefense.simplybook.me/index/about</p>	<p>Yes, the project must be concluded with an examination seminar/defense held at the Faculty of SCIENCE. Participants are you, the main supervisor from your host university, the co-supervisor from your home university (if necessary online via webcam) and the local external examiner. Your external co-supervisor may not act as the external examiner. An external examiner must be designated and the examination date must be fixed at least 4 weeks before the submission of the thesis. The examination seminar will have a duration of approximately one hour, of which approximately 30 minutes are allocated to the oral presentation and 30 minutes for questions. The examination is public and is announced in advance.</p> <p>Note: If the thesis includes a confidential component, a closed meeting on this part may be held in association with the oral defense. You, along with your supervisors and the external examiner will attend this meeting. The entire thesis may not be presented at a closed meeting. In exceptional cases, the dean may grant a dispensation from the provision that the entire thesis cannot be presented at a closed meeting.</p>	<p>Yes. You are required to defend the thesis in a colloquium lasting between 30 and 60 minutes. Participants are your main supervisor and the EnvEuro co-supervisor from your home university by digital participation. See next paragraph for details.</p>
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<p>How will I be graded on my thesis?</p>	<p>The thesis is immediately assessed after submission of the written work to the supervisors. The 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 and oral defence is similar to any other lecture using the 1-5 scale. The oral performance of the thesis is related to two topics relevant to the study. Main emphasis is on the subject content and clarity of presentation of results (graphs, tables). The communication skills are part of the oral examination.</p> <p>The final grading of the study is: pass with distinction, pass or fail.</p> <p>The mark of the thesis and title will be included in your diploma.</p>	<p>The thesis is assessed by the examiner, not by the supervisor. It is the supervisor's responsibility to arrange with an examiner. The student should not be involved in finding an examiner. The examiner will determine the final grade of your thesis project.</p> <p>It is not required that the evaluation is provided to the student, but you can request feedback from the examiner and have the right to see his/her assessment of how you meet up to the grading criteria.</p> <p>The thesis must be assessed within three weeks, but normally it is assessed within one week after the final presentation.</p> <p>Note: If your examiner grades your thesis with a "fail" twice, you are allowed to request another examiner.</p>	<p>Assessment of the thesis is on the 7-point scale (equivalent to the ECTS scale), and one total mark is given for the thesis and the oral defense with the main emphasis on the written component. After the defense, the assessors agree on the final mark after a short discussion without participation of the student or public. After this discussion the mark is immediately announced to you.</p> <p>In the assessment of the thesis, emphasis is placed on your literacy in addition to the subject content irrespective of the language in which the assignment is written, i.e., the ability to communicate the substance of the findings is included in the full assessment.</p> <p>The thesis' oral defense and assessment must be concluded no later than 4 weeks after the thesis is submitted. If you would like a written subject and methodological evaluation in connection with the final assessment you may request this to your supervisors, it must be given to you no later than 7 days after the announcement of the mark and within 4 weeks of submission of the thesis.</p> <p>The mark and the title of the thesis in English are given on the diploma.</p> <p>Note: In extraordinary circumstances, you may apply for an extension of the submission deadline. This extension must be approved by the head of department on the recommendation of the main supervisor. The EnvEuro Secretariat must also be informed by emailing enveuro@science.ku.dk</p>	<p>Your grade is comprised of the result of the written thesis as well as the oral defense. The written thesis will be assessed by your main supervisor and co-supervisor. Your grade for the thesis will be a mutual agreement between the supervisors. This also applies to your oral defense: the supervisors will agree on the grade for the oral defense right after the meeting.</p> <p>The time for the assessment of your thesis shall not exceed four weeks after you have handed in the copies to the Examinations Office.</p> <p>Your written thesis has to be graded with at least a "pass" (1.0 grade points) in order for you to be admitted to an oral defense. During the oral defense, you are required to defend the essential arguments, results and methods of your thesis within three weeks after receiving the results of the written work.</p> <p>The oral defense will last at least 30 minutes and approx. 60 minutes at most. You and the supervisors will set a date for the oral defense. If you cannot agree upon a date, the examination board will fix the date with the agreement of your supervisors.</p> <p>The overall grade of the master thesis is determined by the average of the grades of the thesis and the oral defense. The grade of the written thesis is worth three times the amount of the grade of the oral defense. The master thesis will only be considered as "passed" if both, the written thesis and the oral defense, are graded "pass" (D; 1.0 grade points).</p> <p>It is not required that a written evaluation will be provided to you.</p>
<p>Important resources</p>	<p>Thesis http://www.boku.ac.at/int-master-ells-env-thesis.html Graduation http://www.boku.ac.at/int-master-ells-env-graduation.html</p> <p>EnvEuro Curriculum: http://www.boku.ac.at/int-master-ells-env-curriculum.html</p>	<p>The SLU procedures are summarised, and necessary forms are available on the NJ Faculty page: https://internt.slu.se/nj-msc-thesis</p> <p>Information about writing and publishing your thesis at SLU: http://www.slu.se/en/site/library/write-and-cite/ http://www.slu.se/en/site/library/publish-and-analyse/</p>	<p>Note: An electronic copy must be submitted to enveuro@science.ku.dk https://intranet.ku.dk/sciencestudents_adm/forms/Documents/Thesis%20Contract.pdf</p> <p>To upload your thesis to the library (a requirement): http://bibliotek.science.ku.dk/english/guidance/master_thesis_upload/</p>	<p>Examination Regulations: https://www.uni-hohenheim.de/fileadmin/uni_hohenheim/PA/pruefungsordnungen/Agrar/PO_msc_Fakultaet-Agar_2014-05-16.pdf and https://www.uni-hohenheim.de/en/examination-regulations-enveuro</p>

		There is also language support available: http://www.slu.se/en/subweb/library/writing-and-cite/writing-process1/centre-for-academic-language/		
Are there special requirements for submitting my master thesis at my home university when I have completed my work?	<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 should 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 EnvEuro at the host university, where you wrote your thesis). See: http://www.boku.ac.at/int-master-ells-env-graduation.html (scroll down to: Master's thesis written and defended at the partner university)</p>	<p>If SLU was your home university, there are no requirements for sending your thesis to SLU. However, other arrangements may be requested by your co-supervisor at SLU. This being said, your will of course be given credit for the thesis work done at your host university as long as it follows the requirements of the programme.</p>	<p>If UCPH was your home university, you should send a pdf to the EnvEuro secretariat at enveuro@science.ku.dk, and submit a copy to the UCPH library for their records:</p> <p>Please follow the uploading instructions on the library website at: http://bibliotek.science.ku.dk/english/guidance/master-thesis-upload/</p>	<p>You have to send the digital version of your master thesis to your second supervisor at UHOH before the oral defense takes place. Your second supervisor is responsible to inform the Examinations Office at UHOH about your grade.</p>
Further Information	<p>Thesis http://www.boku.ac.at/int-master-ells-env-thesis.html Graduation http://www.boku.ac.at/int-master-ells-env-graduation.html Thesis http://www.boku.ac.at/int-master-ells-env-thesis.html Graduation http://www.boku.ac.at/int-master-ells-env-graduation.html</p> <p>http://enveuro.eu/master-programme/masters-thesis/</p>	<p>It is important to note that you will not be able to apply for a degree at SLU if you haven't been an opponent at another Master thesis student's defence, since this is part of your obligations of writing a thesis.</p>	<p>http://www.enveuro.eu/Master-programme/Masters-thesis.aspx</p> <p>https://intranet.ku.dk/environmental_chemistry_health_ma/studyprogramme/mastersthesis/Pages/default.aspx</p>	<p>https://www.uni-hohenheim.de/en/environmental-science-soil-water-and-biodiversity-masters</p>

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.dk.ku) 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

Thesis Evaluation Form

Name: _____ Title of Thesis: _____

University _____

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

Evaluation Criteria	Comments	Grade points/
Problem definition <ul style="list-style-type: none"> • relevant • clearly phrased 		
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		
Clearly phrased reporting		
Structure of the thesis		
Further comments		
Grade ²		

Date, Name and signature of the examiner

Thesis Defense Evaluation Form

Name: _____ Title of Thesis: _____

University: _____ Date of Defense: _____

Evaluation Criteria	Comments	Grade points/
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

Supervisors Report

Name: _____ Title of Thesis: _____

University _____

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

Evaluation Criteria	Comments	Grade points/
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
