

## On the Procedure for Reviewers - Master's Thesis Application and Assessment 2013-

### 1. Application

A Master's Thesis application can be submitted as soon as the student has successfully

#### **Agricultural Sciences:**

30 credit points in examinations from completed modules have been reached.

#### **Nutritional Sciences and Household Economics:**

30 credit points in examinations from completed modules have been reached and a module Agricultural and Food Economics Seminar can be provided.

#### **Nutritional and Food Sciences:**

30 credit points in examinations from completed modules have been reached and a module attendance certificate can be provided.

The topic agreed upon by the student and the first reviewer is included on the application form. The form is to be completely filled out with all required personal information by the student, signed by both reviewers and must be personally submitted by the student within a period of three weeks (from the date of the first reviewer's signature) to the Examination Office of the Faculty of Agricultural and Nutritional Sciences.

Please take special note of the fact that the Master's Thesis application is submitted in good time so that the processing period of 26 weeks can be optimally utilized.

### 2. First- and Second Reviewers

Please be aware of the fact that, in accordance with Article 11 Subparagraph 3 of the Examination Procedural Regulations (Prüfungsverfahrensordnung, also referred to as PVO), the First Reviewer must be an university professor, an actively teaching instructor in possession of the Habilitation or in possession of the Doctorate of the Agricultural or Nutritional Science Faculty. The Second Reviewer must have completed a doctorate and be authorized as an examiner according to Article 4, Subparagraph 2 of the PVO.

With the permission of the Examination Board, a Master's Thesis may, in exceptional cases, be completed in another institution outside of the university as long as there are qualified supervisors to oversee the work. The supervision can also be carried out by individuals who are employed at the supervising institution and are qualified according to Article 4 PVO. In cases of doubt, the Examination Board will decide.

### 3. Completion Master's Thesis

The application prerequisites will be reviewed and the submission date (26 weeks after the date of application) will be assigned in the Examination Office of the Faculty of Agricultural and Nutritional Sciences. The seal of the university or faculty is not allowed to be used.

The Master's Thesis is usually written in the German language. However, according to Article 12, FPO, it may also be completed in the English language. In this case, a summary in both English as well as German must accompany the Master's Thesis upon submission.

### 4. Master's Thesis Evaluation

The Master's Thesis is forwarded for evaluation to both reviewers, whereupon, however, the copy with the CD-ROM is always sent to the First Reviewer. Each copy is accompanied by an evaluation form, upon which the assessment is to be given. The evaluation must be done within 6 weeks. The mark for the Master's Thesis is the arithmetic mean of the marks given by the two reviewers. Should the difference between these marks be greater than 1,0, a third reviewer will be summoned by the Chair of the Examination Board. The mark of the third reviewer tips the scale.

**Grades:** up to 1.5 = Excellent; from 1.6 up to and including 2.5 = Good; from 2.6 up to and including 3.5 = Satisfactory; from 3.6 up to and including 4.0 = Sufficient; 5.0 = Insufficient (failed)

The copies of the Master's Thesis will remain in the supervising department(s) and must be kept for five years