

On the Procedure for Reviewers - Bachelor Thesis Application and Assessment 2013-

1. Application

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

Agricultural Sciences: successfully completed 90 credit points in examinations of propaedeutic module examinations and 10 basic module examinations in the given subject and the practical training (3 month) is proven.

Nutritional Sciences and Household Economics: successfully completed 90 credit points in examinations of propaedeutic module examinations and 10 basic module examinations in the given subject.

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 Bachelor Thesis application is submitted in good time so that the processing period of 12 weeks can be optimally utilized.

2. First- and Second Reviewers

Approval to do a Bachelor Thesis can be granted upon the successful completion of 90 credit points in examinations of propaedeutic module examinations and 10 basic module examinations in the given subject (extra: Agricultural Sciences practical training (3 month)). 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 Bachelor 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 Bachelor's Thesis

The application prerequisites will be reviewed and the submission date (12 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 Bachelor Thesis is usually written in the German language. However, according to Article 5, Subparagraph 3 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 Bachelor Thesis upon submission.

4. Bachelor's Thesis Evaluation

The Bachelor 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 Bachelor 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 Bachelor Thesis will remain in the supervising department(s) and must be kept for five years