

## **Examination Board Ökologische Landwirtschaft (resolution of 27.4.2016)**

### **Notes on the supervision of final theses**

A thesis should meet scientific standards. It does not necessarily contain a genuine research contribution. When handing in the thesis, the candidate confirms by his signature that he has written the thesis independently and without external help. Nevertheless, it is a supervised work. In order not to endanger the independence, the supervision is limited to content-related and formal assistance.

Formal assistance includes advice on how to cite, on the possibilities of literature research (see Basic rules of scientific practice for written papers), on ordering procedures in the library, on the use of the virtual desktop, on dealing with individual websites or on the accessibility of additional resources (research institutions outside the University of Kassel, agricultural enterprises, etc.). In case of field or laboratory experiments, basic conditions and rules of conduct (safety, availability of capacities, seasonal classification, etc.) are recalled.

Content-related assistance may include individual literature references (the compilation of a literature list as a whole is the candidate's responsibility), as well as references to unpublished studies or concurrent investigations in related fields. The importance of the topic in the professional discourse or the interest of the public in the topic will be jointly assessed if necessary. In addition, contacts can be arranged that may be helpful in working on the topic.

The support can take place in writing (by mail), by telephone or in scheduled meetings. Physical meetings have the advantage that they give the opportunity for deeper dialogue and provide the candidate with greater security. The number should be based on the candidate's needs; it should not exceed three meetings per supervisor for a bachelor's thesis and five for a master's thesis. A short documentation of the results of the supervision meetings in agreement with the supervisor by the candidate can be helpful in case of later ambiguities.

A first meeting should take place before registration for the thesis, preferably in the presence of both supervisors. If it is not possible to find a date together, it is essential that both supervisors communicate with each other and with the candidate by e-mail at this stage.

In the interview before registering the thesis, the candidate should present an exposé or at least an outline. The supervisors decide on the feasibility of the study - not least in terms of time - and determine the further modalities of supervision together with the candidate. An overview of attendances and absences facilitates the determination of deadlines. Basic agreements (e.g. on frequency and content of supervision) should be made in writing.

At the latest immediately after registration, an outline is submitted and the schedule is drawn up. In the further exchange, the progress of the work is discussed on the basis of the time schedule and an attempt is made to clear up any obstacles. It is up to the supervisors to decide to what extent and, if necessary, which individual passages of the paper should be read and discussed before submission. A pre-correction of the entire paper should be avoided, since ultimately the candidate's independent performance is to be assessed. The evaluation takes place only after submission.

If BSc or MSc theses are integrated into projects financed by third parties, it may be useful to reach an agreement between supervisors and students on the copyrights and rights of use of the results (a handout on this can be found in the appendix).

### Agreement regarding copyrights of a project/final thesis

The agreement must be handed in by the student as part of the examination file when registering the topic of the thesis at the examination office.

According to the provisions of the German Copyright and Related Rights Act (Urheberrechtsgesetz - UrhG), the exploitation rights to a study or examination paper are generally held by the student as the author in the absence of an agreement. On the other hand, the responsible university supervisor (f/m) including his/her staff and research partners may have an interest (securing property rights, securing own results, etc.) in these rights. To clarify the related issues, the following is agreed upon:

Title of the thesis: .....

Author: .....

Responsible university supervisor (f/m): .....

1. A non-exclusive right of exploitation by the author (f/m) and the University of Kassel, related to the section ..... is agreed upon (points 2. to 4. are omitted in case of "yes").  
 Yes  No

2. All rights remain with the author (w/m) (points 3. and 4. are omitted in case of "yes")  
 Yes  No

3. All rights belong to the third party due to a contractual agreement between the author and a third party (points 1., 2., 4. and 5. are thus omitted).

Third party: .....

4. A publication / passing on of the work in whole or in part on the part of the author as well as the University of Kassel (responsible university lecturer f/m) for the protection of possible property rights is allowed.

4.1  only except for the sections expressly excluded in the attached further agreement.

4.2  shall be made only after .....

5. The responsible supervisor (s/m)

5.1 shall receive the documents created during the work (programs, measurement protocols etc.)

Yes  No

5.2 may make copies of the work  Yes  No

5.3 may receive additional copies upon request .....

exclusively for internal use at the University of Kassel, in particular to conduct further research. The exploitation rights of the author remain unaffected.

Kassel, .....

Kassel, .....

Kassel, .....

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Author

Supervisor

Examination office (approval)