

**Acceptance of an external Master Thesis of AFEPA students,  
hosted by UBonn in their 1<sup>st</sup> year,  
and enrolled at SLU, UCL or UCSC in the 2<sup>nd</sup> year**

All students that want to write an exam, this is including the master thesis, at UBonn need to be enrolled at UBonn on the examination day. Hence, **all students need to be registered at UBonn in the semester they hand in their master thesis.**

The students are responsible for re-enrollment and obliged to pay administrative fees independently.

1. The students get the so-called control sheet as a print out from the local AFEPA coordinator. She explains the procedure of acceptance to them.
2. At the University hosting them in the 2<sup>nd</sup> year, the students look for a thesis topic and a supervisor/first examiner.
3. The students simultaneously contact a possible second supervisor in Bonn and agree about his/her position. Depending on the topic and the student's wish, the second supervisor can be very involved in the development of the thesis or be solely a second examiner - grading the thesis at the end.

**CAUTION:** one of the official supervisors must be a Professor

4. The students send the names of both supervisors via e-mail to the examination office in Bonn ([pruefamt-msc@lwf.uni-bonn.de](mailto:pruefamt-msc@lwf.uni-bonn.de)).
5. The students write the Master thesis in accordance with the rules and deadlines of their second-year University (including regulations on handing in the thesis, defense etc.).
6. The students send the following documents to Ms. Hoffmann in the examination office **via mail**:
  - a. the filled out control sheet
  - b. two hardcopies of the Master thesis (glue binding, no spiral or plastic clip on binding, see Appendix A for an example)

An das  
Prüfungsamt MSc AFECO  
z. Hd. Frau Hoffmann  
Meckenheimer Allee 174  
D-53115 Bonn

7. The students send the following document to Mrs. Hoffmann in the examination office **via e-mail**:
  - a. a softcopy of the Master thesis in pdf format (including the declaration and signature - see control sheet)

[pruefamt-msc@lwf.uni-bonn.de](mailto:pruefamt-msc@lwf.uni-bonn.de)

**CAUTION:** The student has to guarantee that the title of the thesis is identical in both universities. The title page has to mention the two examiners from both hosting universities and the exact date of handing-in to the exam office at the second-year University (see Appendix B for an example title page)

8. Ms. Hoffmann sends the hardcopy to the second supervisor at UBonn.
9. All examiners send their original signed evaluation reports to Ms. Hoffmann. Ms. Hoffmann sends the evaluation reports and the control sheet to the AFEPA coordinator at UBonn (Prof. Heckeley).

The UBonn AFEPA-Coordinator signs the control sheet twice:

- (1) For acceptance of the external evaluations report and its grade after conversion
- (2) For assessment of the overall grade and for finalization of the evaluation process of the Master thesis at UBonn (last line of the control sheet)

10. The students send the Transcript of Records (ToR) of the second-year to Ms. Hoffmann. Please indicate clearly which courses should be included as mandatory, compulsory and, if any, supplementary courses (not included in the GPA).
11. As soon as the ToR and the evaluation reports are present at the Exam Office, Ms. Hoffmann issues the diploma and the diploma supplement. The diploma and diploma supplement will be sent via post to the students' address which is registered at BASIS (!). If another address is preferred, please inform Ms. Hoffmann.

## **Appendix A**



Fig. 1: Glue binding example.

## **Appendix B**

RHEINISCHE FRIEDRICH – WILHELMS – UNIVERSITÄT BONN

Faculty of Agriculture

## **M A S T E R T H E S I S**

As part of the Master programme

***(Study field)***

Submitted in partial fulfilment of the requirements for the degree of

**„Master of Science“**

### **Title of the thesis**

*– Subtitle of the thesis (if available) –*

submitted by:

Name of student

Matriculation number

submitted on: date of submission

first examiner

second examiner

## **Declaration**

I hereby affirm that I have prepared the present paper self-dependently, and without the use of any other tools, than the ones indicated. All parts of the text, having been taken over verbatim or analogously from published or not published scripts, are indicated as such. The thesis hasn't yet been submitted in the same or similar form, or in extracts within the context of another examination.

Place, date of submission

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Student's signature

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