

Check-list Mentoring Bachelor's thesis

(Update 18.01.2022, 14.07.2023 mr)

■ duty of the supervisor ■ duty of the student

Registration

The student hands in the signed [registration form](#) to the Study Administration (agr-sciences@usys.ethz.ch)
(the working titles are approved by the Departmental Conference)

The project description (Aufgabenstellung) should be ready at this time, but does not need to be submitted to the Study Administration (this is an agreement between the Supervisor and the Student)

Please note

- The supervision must be undertaken by a lecturer teaching in the BSc Programme Agricultural Sciences.
- The BSc thesis is written in one of the CH national languages or in English.

Duration

The workload of the BSc thesis is set to **10 weeks or 420 working hours** and is scheduled to be written in the 5th or 6th semester.

Note → The deadline for thesis submission as stated in the BSc thesis registration sheet is a strict deadline!

Deadline extension: *The supervisor informs the co-supervisor and external partners with whom the student mainly interacts.*

- Under exceptional circumstances such as "höhere Gewalt", unpredictable technical problems or similar issue (force majeure, e.g. frost, access to analytical machine), a prolongation can be given.
- The supervisor clarifies with the bachelor student **after half the period since start of the thesis** if
 - ⇒ there is a problem.
 - ⇒ there is a high likeliness of a problem arising that prevents the student from submitting after 10 weeks/420 hours.

In such case, the student requests a prolongation immediately by using the [extension request sheet](#) stating the reason. The extension request signed by both the student and the supervisor must be sent from the student to the Study Administration by e-mail. The Study Director decides on the possibility to grant an extension.

In case of health-related issues, the student sends the medical report to the Study Administration (agr-sciences@usys.ethz.ch), which takes care of the extension. The prolongation will be granted for the duration of the sick leave.

Note → Short-term extensions on short notice prior to submission because of any reasons other than health issues will not be granted.

Submission / Layout

- The layout of the front page is predefined ([see here](#)). There are no further specifications from the Study Administration regarding the content presentation (font size, line spacing, etc).
- The signed [Declaration of Originality](#) and the project description (Aufgabenstellung) are mandatory components of every BSc thesis.
- The student submits her/his BSc thesis as PDF to the supervisor and co-supervisor with cc to Study Administration (agr-sciences@usys.ethz.ch).
- The student clarifies with both the supervisor and the co-supervisor whether she/he additionally wants a hardcopy.

Evaluation

- Both the supervisor and the co-supervisor evaluate the BSc thesis independently. They receive the evaluation form ([DE](#) / [EN](#)) from the Study Administration once the student has submitted her/his BSc thesis.
Evaluation of the BSc thesis should happen within 4 – 6 weeks from the submission deadline
Coordination/discussion with the co-supervisor, if there is a difference of more than 1.0 point (e.g. 1.25) between the grades of the supervisor and the co-supervisor.
Sending of the completed and signed form as PDF to the Study Administration via e-mail. Quarter grades are permitted (e.g. 4.75, 5.00, 5.25).
Note: If the difference of final grades between supervisor and co-supervisor remains higher than 1.0 (e.g. 1.25) the Study Administration will contact the supervisor for clarification.
- **Note:** The supervisor does not enter the grade directly in eDoz, as the Study Administration determines the average/overall grade from the two evaluations, decrees the final grade and submits this via the academic application LKW (Leistungskontrollwesen). The Study Administration thereafter sends the two evaluation forms to the student.
- With the agreement of the supervisor, an outstanding BSc thesis can be proposed for an award or published in the [Research Collection](#) ETH. Further information on following webpage "[Documentation Library](#)".
- The two evaluation forms give a first feedback to the BSc thesis. If the Student wants an additional feedback, he/she has to request it.
- Grading scale:
The grading scale goes from 1.0 to 6.0 in quarter grade (0.25) steps. The pass grade is 4.0, the maximum grade is 6.0. The numerical grades correspond to the following predicates:
 - 6.0 – 5.75 excellent (ausgezeichnet)
 - 5.5 – 5.25 very good (sehr gut)
 - 5.0 – 4.75 good (gut)
 - 4.5 – 4.25 satisfactory (befriedigend)
 - 4.0 pass (genügend)
 - 3.5 fail (ungenügend)
 - 3.0 poor (schlecht)
 - 2.5 very poor (schlecht bis sehr schlecht)
 - 2.0 extremely poor (sehr schlecht)
 - 1.0 not measurable (nicht messbar)

Contact / Links / Notification

Department of Environmental Systems Science
Study Administration Agricultural Sciences
LFW C2 / C13.1 | Universitätstrasse 2 | 8092 Zürich | agr-sciences@usys.ethz.ch

- (Webpage BT) <https://usys.ethz.ch/en/studies/agricultural-sciences/bachelor/arbeit.html>

Post your BSc thesis subject on

- own research group homepage
- another platform such as: <https://siropglobal.org/app/>