




## Check-list Mentoring Master'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](mailto: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 an ETH-Professor in Agricultural Sciences or Senior Researchers elected from the Agrar-Commission.
  - ⇒ This also applies for MSc theses that are performed externally (e.g. abroad, Agroscope, FiBL, etc.)
- The MSc thesis is written in English, but in exceptional cases can also be written in one of the CH national languages.

### Duration

The duration of the MSc thesis is set to a maximum of **6 months**  
(28 weeks = 26 weeks + 2 weeks holidays) without interruption (full-time study)

**Note** → The deadline for thesis submission as stated in the MSc 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 issues (force majeure, e.g. frost, access to analytical machine), a maximum prolongation of 2 months can be given.
- The supervisor clarifies with the master student **no later than 3 months after the 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 6 months.

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](mailto: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.

### Presentation

- The supervisor and co-supervisor determine when the student presents his/her MSc thesis.
- The oral presentation can take place in an internal colloquium / meeting of the research group (language: English, but also in one of the CH national languages possible).
- The duration of the graded presentation is 20 minutes, with an additional discussion lasting 10 minutes. (Regarding grading see below section "Evaluation").
- The student informs the Study Administration about the date of the oral presentation. The dates of the presentations are published on the [website](#).

## 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 MSc thesis.
- The student submits her/his MSc thesis as PDF to the supervisor and co-supervisor with cc to Study Administration ([agr-sciences@usys.ethz.ch](mailto:agr-sciences@usys.ethz.ch)).
- The student clarifies with both the supervisor and the co-supervisor whether she/he additionally wants a hardcopy.

## Poster for Graduation ceremony

- The poster (portrait format) is handed in as PDF, at the same time as the MSc thesis, to the supervisor and co-supervisor with cc to Study Administration ([agr-sciences@usys.ethz.ch](mailto:agr-sciences@usys.ethz.ch)).
- Quality check (no detailed feedback, no evaluation): check box on the evaluation form.  
This means for the Study Administration that the poster has been viewed and approved by both the supervisor and the co-supervisor

## Evaluation

- Both the supervisor and the co-supervisor evaluate the MSc thesis independently. They receive the evaluation form ([DE / EN](#)) from the Study Administration before the planned presentation or once the student has submitted her/his MSc thesis.  
Evaluation of the MSc 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 MSc 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 MSc thesis. If the student wants an additional feedback, he/she has to request it.
- 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**

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Study Administration Agricultural Sciences  
LFW C2 / C13.1 | Universitätstrasse 2 | 8092 Zürich | [agr-sciences@usys.ethz.ch](mailto:agr-sciences@usys.ethz.ch)

- (Webpage MT) <https://usys.ethz.ch/en/studies/agricultural-sciences/master/arbeit.html>
- (MT Presentations) <https://usys.ethz.ch/en/studies/agricultural-sciences/master/arbeit/arbeit.html>

Post your MSc thesis subject on

- the USYS platform: [MTT\\_USYS: Master's Thesis Topics D-USYS \(ethz.ch\)](#)
- another platform: <https://siropglobal.org/app/>
- own research group homepage