



UNIVERSITÄT
HOHENHEIM

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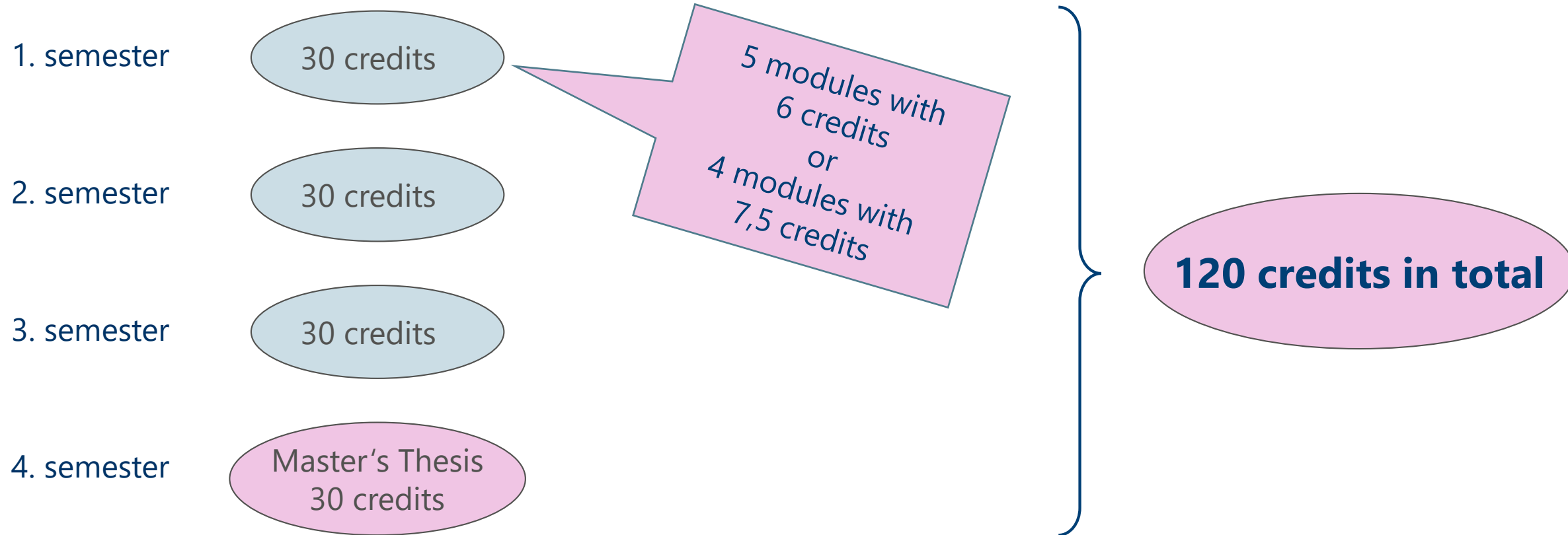
STRUCTURE AND REGULATIONS OF M.SC. PROGRAMS AT THE FACULTY OF AGRICULTURAL SCIENCES

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CONTENT

1. [Structure of Master's programs](#)
2. [Categories of Modules](#)
3. [Replacement of Modules](#)
4. [Portfolio Module](#)
5. [English for Scientific Purposes](#)
6. [Grading System](#)
7. [Registration for Modules](#)
8. [Examination Periods](#)
9. [Registration and de-registration for Exams](#)
10. [Sick on an Exam Date](#)
11. [Failing Exams](#)
12. [Maximum Duration of Studies](#)
13. [Failing the Thesis](#)
14. [Plagiarism](#)
15. [Your Coordinators](#)

STRUCTURE OF THE M.SC. PROGRAMS



4 CATEGORIES OF MODULES

- **Compulsory (You have no choice)**
You have to do them (unless you have studied the content before)
- **Semi-elective (A certain degree of freedom)**
(only relevant for AgEcon, EnviroFood, EnvEuro and Landscape Ecology)
You can choose from a list of pre-selected modules and you have to do a defined minimum number of them (the number differs from program to program!), but you are free to do more of them
- **Elective (A lot of freedom)**
You can choose any module on Master's level from our university or others
- **Additional (Total freedom)**
Listed in your transcript, but they don't count to your final average grade
Can also be on Bachelor's level

EXAMPLE: SEMI-ELECTIVE MODULES IN AGECON

You have to choose
at least 5 of them!

More are possible, they will then
count as elective modules.

6.2 Semi-elective modules

These are modules covering a wider range of content related to the aim of the study program.

In the AgEcon program at least five modules have to be chosen of the list of **semi-elective modules**:

Sem	Code	Name of Module	Duration	Credits	Professor
1	4901-420*	Poverty and Development Strategies	Second half of semester	6	Zeller
1	4301-410	Knowledge and Innovation Management	1 Semester	6	Knierim
1	3080-440	Agricultural Production and Residues**	1 Semester	6	Gallmann
1	4903-520	Governance of Sustainable Agri-Food Systems	1 Semester	6	Birner
2	4904-470	Farm System Modelling - Applications	1 Semester	6	Berger
2	4902-420	International Food and Agricultural Trade	1 Semester	6	Boysen-Urban
2	4903-470	Qualitative Research Methods in Rural Development Studies	1 Semester	6	Birner
2/3	4904-410*	Agricultural Economics Seminar (offered in summer and winter semester)	1 Semester	6	Berger
2	4901-480	Monitoring and Evaluation of Rural Development Projects	1 Semester	6	Zeller
3	4204-420	Advanced Policy Analysis Modeling *(AIDAHO specialization)	1 Semester	6	Feuerbacher
3	4902-430	Food and Nutrition Security	1 Semester	6	Boysen-Urban
3	4903-500	Policy Processes in Agriculture and Natural Resource Management	1 Semester	6	Birner
3	4904-430	Land Use Economics	First half of semester	6	Berger
3	4901-470*	Quantitative Methods in Economics *(AIDAHO specialization)	Second half of semester	6	Zeller

ADDITIONAL MODULES

Additional modules will be listed in your transcript of records with the grade, but the grade will not be counted for your overall grade (GPA) at the end of your studies.

It is possible to change the status of a module from „elective / semi-elective“ to „additional“ or vice versa by sending an informal application to the examinations office.

Such an application can be submitted only once during your entire study period (but for several modules at a time, if desired). So do it only at the end of your studies!

You can also drop additional modules entirely if you don't want them to be shown in your transcript.

=> **Select your best grades at the end of your studies!**



COMPULSORY MODULES – WHEN CAN YOU REPLACE THEM?

If you have studied the content before you can replace up to two compulsory modules with (semi-)elective modules.

Example EnviroFood:

You have a background in Agricultural Sciences / Agricultural Biology

-> you can replace the module „Agricultural Production and Residues“

Example AgEcon:

You have studied Microeconomics in your Bachelor's

-> you can replace the module „Microeconomics“

These are just examples, it can be applied to any compulsory module!

COMPULSORY MODULES – WHEN CAN YOU REPLACE THEM?

Procedure


Send the transcript of records and the syllabus of the module(s) you have studied before to the professor in charge of the module you want to replace.

Use the form you can find [here](#)

The professor has to confirm that you have studied the content of his/her module to at least 75% already.

An academic counsellor or coordinator has to approve the choice of the elective module.

Send the form with all signatures to the examinations office

 UNIVERSITÄT
HOHENHEIM

Universitätsverwaltung
Abteilung Studienangelegenheiten
Prüfungsamt

Form for the exchange of compulsory modules in the Master's programmes of the Faculty of Agricultural Sciences

Last name, First name:.....
Matriculation no.:.....
Email:.....
Study programme:.....

Compulsory modules can be replaced by elective modules provided that a student's knowledge of the subject matter of such compulsory modules is demonstrated from the previous study programme, which was a prerequisite for admission to the Master's programme.

The module coordinator shall determine whether the relevant knowledge was acquired by the student.
Please check with the respective module coordinator which documents need to be submitted.

Please submit this form, signed by the module coordinator along with a free-form request to the examination committee (Student Information Center / SIZ) or to the Examinations Office.

Compulsory module to be replaced		Coursework or examination completed during B.Sc. studies which demonstrates the required knowledge Description as per transcript/certificate
Number	Name	

The compulsory module is to be replaced by the following elective module:

Number	Name

To be filled out by the module coordinator:
The student acquired sufficient knowledge of the subject matter taught in my module:
 yes no

Stamp of institute, date and signature of the module coordinator

To be filled out and confirmed by the mentor / academic counsellor:
The replacement of the compulsory module is advocated.

Date and signature of the mentor / counsellor

RECOGNITION OF MODULES FROM PREVIOUS STUDIES

Recognition as semi-elective or elective modules

If you have already studied modules on **Master's level** (!) that are suited for the selected master program, resp. specialization, you can apply for recognition of these modules, too.

- It is an informal application
- Send the application letter together with your transcript of records and the syllabus of the respective module(s) to the examinations office
- The examination board will decide about your application

3000-410 PORTFOLIO MODULE

You can gain **up to 7,5 credits (not graded)** for extra-curricular activities like

- Internships
- Participation in conferences, trainings or summer schools
- Language courses (max. 3 credits)
- Writing research papers
- Courses on statistical programs
- ...or similar activities

These credits can replace an elective module.

Detailed explanation in the module catalog under [module code 3000-410](#)

3000-420 ENGLISH FOR SCIENTIFIC PURPOSES

This is the only way language courses can be recognized for your studies apart from the portfolio module.

- Consists of **4 English courses on C1 level** at the language center Hohenheim
- You can choose from several courses and workshops
- Can be stretched over several semesters
- After completing the 4 courses/workshops you write an exam to obtain the UniCert III certificate
- Counts as an elective module

Detailed explanation in the module catalog under [module code 3000-420](#)

“BLOCKED” VERSUS “UNBLOCKED” MODULES

Blocked modules

are offered every day for 3 weeks, then you have one week for exam preparation and then you take the exam.

Blocked modules account for 7,5 credits.

Unblocked modules

usually take place once or twice a week for 4h/week and the exam is taken at the end of the lecture period.

Unblocked modules account for 6 credits.

In **winter semester** almost all modules are **unblocked**, in **summer semester** some programs have **blocked modules** (AgriTropics, EnviroFood, EnvEuro).

Landscape Ecology is an exception: -> all modules in the first two semesters are blocked!

We cannot recommend mixing blocked and unblocked modules during a semester. Please stick either to blocked or unblocked modules per semester.

GRADING SYSTEM

The grading system of the Master programs is based on the **ECTS** (European Credit Transfer System)

- Required credits from modules → 90 credits
- The **Master's thesis** has a value of → 30 credits
- your **total Master's degree** requires → **120 credits**

(it is possible to get more than 120 credits, but not less!)

WHAT DO YOU GET CREDITS FOR?

Credits are used to characterize the estimated **workload** that you need in order to successfully complete the module.

One credit corresponds to a **workload of 30 hours**.

- One module with **6 credits requires a workload of 180 hrs** (~ 56 hrs of lecture, rest is preparation on your own or in groups)
- This corresponds to ~1,5 hrs per day for each module
- 1,5 hrs for 5 modules per semester = 7,5 hrs per day
- **Studying is a fulltime job!**

GRADES

The result of your exam is assessed with **grades** in letters (A to D) and in figures (1 to 4).

A = 1,0

A- = 1,3

B+ = 1,7

B = 2,0

B- = 2,3

C+ = 2,7

C = 3,0

C- = 3,3

D+ = 3,7

D = 4,0

F = 5,0

GRADES

Your final overall grade is calculated by multiplying the number of credits with the grade.

Grade for a module :	2,0 * 6 credits	= 12 credit points
...etc for all modules	...	
Grade Thesis written part:	1,3 * 22,5 credits	= 29,25 credit points
<u>Grade Thesis defence:</u>	<u>1,0 * 7,5 credits</u>	<u>= 7,5 credit points</u>

Final grade: credit points / credits

HOW TO REGISTER FOR MODULES / COURSES?

Registration for **participation** in a module is done in **ILIAS**, not in HohCampus.

All learning material and the communication between students and teachers will be done via ILIAS.

Keep in mind that you still need to **register for the exam** of that module **in HohCampus** as well!

(This will only work once you are fully enrolled!)

EXAMINATION PERIODS

For unblocked modules you can choose between two examination periods, one directly after the lectures end, and one before the lectures of the next semester start:

1st Examination period: 05. – 23.02.2024

2nd Examination period: 18. – 28.03.2024

- You can choose in which period you want to write your exams.
- You can stretch your exams over both periods.

EXAM REGISTRATION DEADLINES

Depending on the examination period you have different registration deadlines:

1st Examination period: registration period **13.11. – 13.12.2023**

2nd Examination period: registration period **13.11.23 until 7 days before the exam**

Registration for exams of **blocked modules** have to be done latest **7 days before** the end of the block.

Attention for **Landscape Ecology and EnvEuro ASP2 (biodiversity specialisation)!**

1st block ends on 10.11.23.

-> registration deadline for 1st exam: 3.11.23!

HOW TO DE-REGISTER FROM EXAMS?

You can de-register from exams in HohCampus **until 7 days before the exam date**.

In this case you are no longer registered for an exam in this module. If you wish to take it at a later time you have to register anew.

A **withdrawal at a later time** is only possible by submitting a form to the exams office and giving serious reasons (usually health reasons).

More information and the respective forms are available on the website of the examinations office: <https://www.uni-hohenheim.de/en/examination>

WHAT HAPPENS IF I AM SICK?

In case of sickness you have to inform the examinations office as soon as possible.

You need to see a doctor and get a medical certificate on the very day of the exam (or earlier)! The certificate has to be handed in to the examinations office together with the form „Application for withdrawal from an examination for health reasons“ until 7 days after the examination date at the latest!

(If you have to take care of a sick child, it will be considered as if you were sick yourself)

The required form is available on the website of the examinations office:

<https://www.uni-hohenheim.de/en/examination>

HOW OFTEN CAN I FAIL?

Twice. **You have three attempts for each exam.**

After failing, you have to register again for the repetition of the exam. You can choose when you want to repeat the exam.

Not attending an exam without de-registration or health reasons **results in a „fail“!**

CONTINUATION: HOW OFTEN CAN I FAIL?

If you fail the third attempt of an exam you will be expelled from the study program!

If it's a semi-elective or elective module you can opt out and choose a different one, if you don't want to complete the module.

Make sure to seek help before it is too late!

Talk to your coordinator in case you fail an exam for a compulsory module for the second time.

We can only help you if we are informed in time. After the third fail there is nothing we could do to help you!

AFTER A WITHDRAWAL / FAIL...

- Check your exam paper to find out what the problem was
- You can choose whether to take the exam again at a later date or you can select a different module instead, unless it is a compulsory module. Compulsory modules have to be completed.
- If you wish to repeat the exam it is up to you if you do it in the following examination period or later.
- You will not be registered for the repetition of the exam automatically.
- It will not show in your final transcript how many attempts you needed to pass an exam.

HOW MUCH TIME DO I HAVE TO FINISH MY STUDIES?

All modules (90 credits course work) have to be completed latest by the end of the **7th semester**.

You have to **register your Master's thesis** latest by the **beginning of the 7th semester**.

(If it hasn't been registered in due time, it will be graded with a „fail“)

WHAT HAPPENS IF I FAIL MY MASTER'S THESIS?

You get the chance to write a second thesis with a different topic.

Within one month after the „fail“ has been announced, you have to register the new topic with the examinations office.

A third attempt of the Master's thesis is not possible.

HOW COULD I POSSIBLY FAIL MY MASTER'S THESIS?

A „fail“ can be given for

- exceeding the registration or submission deadlines
- plagiarism
- falsification of results or
- poor quality of the scientific work

A FEW WORDS ON PLAGIARISM

If plagiarism is evidenced in a seminar paper, a poster, a thesis...

→ **“fail”**

- Guidelines on how to avoid plagiarism and software to check for unintentional plagiarism are available abundantly (search online for „plagiarism check“)
- Recommended example: [“Avoiding Plagiarism”](#) from the University of Technology Sydney
- Check our [academic writing material](#)

INFORMATION AND FORMS

You can find all relevant information and all necessary forms on the website of the examinations office:

<https://www.uni-hohenheim.de/en/examination>

Please bookmark it and read the information.

Ignorance is no excuse!

In case of doubt ask the examinations officers (pa-an@uni-hohenheim.de) or your program coordinator.

YOUR COORDINATORS ARE HERE FOR YOU

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And now:



Don't let all these regulations scare you!



Enjoy your studies, choose interesting modules,
look left and right, make new experiences
and new friends...



...and have a great time!

