

## MSc International Food Business and Consumer Studies (IFBC)

Status: October 2017

### Registration of Master Thesis Examination

(Examination regulation 2016)

<b>Registration date:</b>	<ul style="list-style-type: none"> <li>Monthly; every second Monday of a month <a href="#">link registration form</a></li> </ul>
<b>Prerequisite</b>	<ul style="list-style-type: none"> <li>All but 12 credits have been successfully completed at the time of application (according the examination regulations 2010, § 7: All but two of the other modules must have been successfully completed at the time of application – amended to 12 credits, by the decision of the IFBC examination board)</li> <li>By the time of handing in the Master thesis all modules have to be completed</li> </ul>
<b>Supervision</b>	<ul style="list-style-type: none"> <li><b>First supervisor:</b> a professor or a lecturer in Witzenhausen or Fulda, teaching in the IFBC</li> <li><b>Second supervisor:</b> <ol style="list-style-type: none"> <li>A professor or a lecturer in Witzenhausen or Fulda, teaching in the IFBC, or</li> <li>A person from an external organization or company. Requirements are: The person must hold an academic degree equivalent to a Master degree*; (PA April 23rd , 2014). To get an acknowledgment for the external person as second supervisor the student hands to the examination board <ul style="list-style-type: none"> <li>a CV of the proposed supervisor</li> <li>a copy of the final certificate of him/her.</li> </ul> </li> </ol> <p>These documents should be handed in xx weeks prior to submitting the registration form of the Master thesis.</p> <p>The nomination of the external person as a second supervisor needs approval from the Examination Board (the letter will be send from the examination office).</p> <p>At least one of the supervisors/examiners of the Master thesis must be a professor or a scientist qualified as a professor.</p> </li> </ul>
<b>Date of submission</b>	<ul style="list-style-type: none"> <li>Latest date for submission of the Master thesis should be 22 weeks, after the day of registration as confirmed by the examination office, Witzenhausen.</li> <li>Earliest date for submission of the Master thesis should be 18 weeks, after the day of registration as confirmed by the examination office, Witzenhausen.</li> </ul>
<b>Application for extension:</b>	<ul style="list-style-type: none"> <li>Requires written form, signed by applicant and first supervisor</li> <li>To be handed in at examination office in Steinstraße 19, Witzenhausen, room 1102</li> <li>Decision about the extension will be made by IFBC Examination Board</li> <li>Medical certificates need to be handed in within three days at the examination office Steinstraße 19, Witzenhausen, (room 1102)</li> <li>Applications for extension due to organizational problems or content related difficulties must be received at the examination office two weeks before the deadline.</li> </ul>
<b>Deadlines:</b>	<ul style="list-style-type: none"> <li>The student and the first supervisor are both responsible meeting the deadlines.</li> <li>The oral examination should take place 2 – 6 weeks after handing in the master thesis. Student and supervisors arrange the dates among them and inform the examination office at the same day they hand in the thesis.</li> <li>The student books a room in Witzenhausen with Ms Hupfeld (Steinstr. 19, room 1103) or in Fulda with Ms Daniela Hose (room 40.101).</li> </ul>

\*= in case of a "Diplom" degree acquired at a university is equivalent to a Master degree, in case of a "Diplom" degree acquired at a University of Applied Sciences is not acknowledged as equivalent to a Master degree