

**Guidance on writing a master's thesis for the
M.Sc. programme in 'Food Process and Product Engineering'
at the University of Veterinary Medicine Hannover**

The master's thesis involves the experimental investigation of a topic using scientific methods and a 30-minute oral defence.

Registration

- ▶ You may register for your master's thesis at the earliest once you have successfully passed all module examinations for the 1st to 3rd semesters. To do so, please use the form (Appendix 1). Please complete the form on your PC or tablet! The form is also available in the downloads section of the website. When registering, you must also submit the Animal Welfare form (Appendix 2). This form can also be found in the downloads section. Both signed forms must be sent to Department 3, Student and Academic Affairs (either as originals or by e-mail to master.fppe@tiho-hannover.de)
Please submit the forms at least one week before you start your master's thesis.
Approval will be granted by Department 3, Student and Academic Affairs, via e-mail. Backdated approval or a backdated start date for the master's thesis is not possible!
- ▶ The title of the thesis must be submitted in **German and English** (for the bilingual version of the certificates and diploma).
- ▶ In the event of a change to a thesis title, the new title must be submitted by an examiner in both German and English to the Department 3, Student and Academic Affairs, by e-mail to master.fppe@tiho-hannover.de, in advance of the marks being announced.
- ▶ The induction phase, including literature reviews etc., can begin before registration. Experiments must be carried out during the master's thesis.
- ▶ The master's thesis must be submitted no earlier than three months and no later than six months after the start date of the master's thesis. In justified exceptional cases, the submission deadline may be extended by up to three further months upon application to the master's commission. Otherwise, the examination will be deemed not to have been passed!
Enrolment must be maintained on a semester-by-semester basis whilst the master's thesis is being written.

- ▶ Exceptions include, in particular, absences due to illness, which must be confirmed by a medical certificate, or delays in the experimental part of the master's thesis that occur through no fault of the student. Department 3, Student and Academic Affairs, must be informed of this immediately by e-mail to master.fppe@tiho-hannover.de.

The module coordinators are usually the examiners for the master's thesis. Further information can be found in the current examination regulations. The master's commission may also approve an external examiner.

- ▶ The first examiner and/or the second examiner shall decide on the authorisation, scope and nature of the use of aids (AI). The examiner shall inform students of the authorised aids before the start of the master's thesis or the period during which the master's thesis is being written (see also the guidance note on the use of AI – Appendix 3)

Master's thesis carried out at cooperations of TiHo or DIL or external master's thesis

- ▶ The master's thesis must always be written in cooperation with partner companies, DIL member companies, project partners, TiHo or at DIL itself.
- ▶ The 1st examiner is usually the person responsible for the module at TiHo/DIL. The 2nd examiner is selected in consultation with the student and the 1st examiner.
- ▶ The cooperation / external partner must provide a supervisor for the master's thesis, who may, in exceptional cases, also be approved as a 2nd examiner. The application must be made in writing via the master's commission.
- ▶ The 1st examiner must arrange a meeting with the supervisor from the cooperation partner / external company to discuss how the master's thesis is to be written and the process involved. Both must sign the master's thesis application form (Appendix 1) to confirm that the meeting has taken place.

Submission of the master's thesis and disputation:

- ▶ The master's thesis must be submitted in English.
- ▶ The master's thesis must be submitted by e-mail as a PDF file to the 1st and 2nd examiners, as well as to the programme coordinator in Department 3, Student and Academic Affairs (master.fppe@tiho-hannover.de). Should an examiner request a printed copy, this must also be submitted. Students should enquire about this well in advance.

- ▶ The extent of the master's thesis must be agreed with the examiners/supervisors and should be achievable within 6 months.
- ▶ Examiners should be given a period of 4 weeks following the submission of the master's thesis to assess the work.
- ▶ The date and venue for the 30-minute defence that follows are to be agreed individually between the students and the examiners and must be notified promptly, prior to the defence, to the programme coordinator in Department 3, Student and Academic Affairs, by email to master.fppe@tiho-hannover.de.
- ▶ The thesis defence will take place in person. In exceptional circumstances, an application may be submitted to the master's commission to arrange an online examination.
- ▶ Students must remain enrolled whilst working on their master's thesis. This also applies to the thesis defence.
- ▶ A master's thesis or defence that has not been passed may be retaken once.



Appendix 1



Registration form for master's degree examination at the TiHo Hannover

Please submit your written application, together with the animal welfare form, to Ms Monika Horni, Programme Coordinator, by email to master.fppe@tiho-hannover.de at least one week before you begin your master's thesis.

Surname:	First name:	Date of birth:
E-Mail address:		Matriculation No.
Title of Master's Thesis		
German:		
English:		
Related (elective) module:		
1st Examiner (name, address, signature) *		2nd Examiner (name, address, signature) *

Master's Thesis (cooperation partner/external partner)	O yes	O no
A face-to-face meeting or appointment took place between the first supervisor and the cooperation partner/external partner, during which the process for the master's thesis was discussed. This is confirmed by the two signatures.	O yes	O no
Contact data of external institution:	External Supervisor (name, e-mail, signature) *	
Start of master's thesis:	Submission of master's thesis (after 3-6 months):	

Date	Signature of student *
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Master's Thesis with Disputation

Those who have successfully completed the first and second stages of their studies (semester 1-3) are eligible to undertake a master's thesis with disputation. The master's Thesis must be registered, stating the German and English titles, and must be submitted in English no earlier than three months and no later than six months after the topic has been assigned. This includes the experimental treatment of a theme with scientific methods and a disputation of 30 minutes.

In justified exceptional cases, deadline of master's thesis can be extended by a further three months upon application to the master's commission. Exceptional circumstances include, in particular, periods of absence due to illness, which must be proven by a medical certificate, or delays in the experimental part of the master's Thesis which are not the fault of the student. Otherwise, the examination will be assessed as not having been passed!

The master's thesis with disputation will be assessed by two Examiners appointed by the Master's Commission.

***Examiners/S and students agree with signature that title of master's thesis, name of graduate and supervisor/supervising institution are named on TiHo homepage.**

Appendix 2

Stiftung Tierärztliche Hochschule Hannover
University of Veterinary Medicine Hannover



Master's Thesis – Animal Welfare Sheet

Student's name:

Thesis title:

Date of notification in department 3, study programme coordination:

Supervisor:

Institution:

Type of study

- ☐ Study without the use of animals
- ☐ Study using dead animals (in whole or in part) that were not killed for the planned study.
- ☐ Study using dead animals (in whole or in part) that are killed for the planned study¹.

Registration number of the internal approval by the animal welfare officer:

(If not available: send registration form² for the killing of animals for scientific purposes according to § 4 (3) TierSchG to the animal welfare officer.)

- ☐ Study with living animals which does not need authorisation by a competent authority³.
→ short project description including the methods to be used mandatory (see next page)

- ☐ Study with living animals which needs authorisation by a competent authority⁴.

Registration number of the authority:

(in case of TiHo-external experiments attach a copy of the authorisation letter)

or

Authorisation applied for on (date):

by the following authority:

Date + Signature of the student

Date + Signature of the supervisor

Date + Signature of the animal welfare officer

¹ § 7 II 3 i.V.m. § 4 III TierSchG

² TiHo-Website → Intranet → Service → Service for Researchers → Animal Experiments → forms → „Tötungsformular“

³ § 7 II 1,2 i.V.m. § 1 2 TierSchG

⁴ § 7 II 1,2 i.V.m. § 8 I 1 TierSchG



Appendix 2.1 (page 2 Animal welfare form)

Short project description including the methods to be used



Appendix 3

English version for explanatory purposes only; only the German version is legally binding.

Information sheet for teachers and students on the use of generative artificial intelligence (AI) at the University of Veterinary Medicine Hannover (TiHo)

§ 1 – Scope of application

This information sheet clearly explains the possibilities for using generative AI systems **in assessment and study-related evidence as well as learning and teaching units** at TiHo. Generative AI systems are digital tools whose technologies are based on machine learning. They generate content in various media formats based on existing data or further process entered data.

§ 2 – AI at TiHo

Generative AI systems are considered aids within the meaning of the applicable examination regulations in their currently valid version (cf. §§ 13 (2), 17 (1) of the examination regulations for the veterinary medicine programme, § 14 of the examination regulations for the international master's programme in Animal Biology and Biomedical Sciences, § 12 of the examination regulations for the BEST-VET continuing education programmes, and § 14 of the examination regulations for the international Master's programme in Food Process and Product Engineering). Similarly, the use of generative AI systems may constitute, in whole or in part, a specified performance requirement within the meaning of § 8 (2) of the study regulations for the veterinary medicine programme at TiHo, as amended. **Regardless of the degree programme and type of (examination) performance, the teaching staff shall determine in each individual case whether and to what extent generative AI systems may be used as aids.**

Section 3 – Labelling requirement

If generative AI systems are deliberately used as aids, the user **must indicate** their use. This can be done, for example, by adding a footnote or a note at the beginning of the (examination) work, highlighting the use of AI. Failure to indicate this use may be considered an attempt at deception (see Section 2). If the generative AI system is used for **reproduction**, the provisions of the Copyright Act (UrhG) shall apply in addition and supplementarily.

Section 4 – Licence and terms of use for AI software

In addition to the general labelling requirement (Section 3), the **licence or terms of use** for AI software may stipulate a labelling requirement specifying how the **type and scope of use are to be indicated**. Users are then obliged to label the software accordingly.

Section 5 – Data protection

Personal data, data subject to increased protection requirements, and data subject to legal or contractual confidentiality may **not be entered into generative AI systems**. This also applies to the use of AI systems for the evaluation of performance records. This does not apply if there is a legal basis for the processing of personal data within the meaning of **Article 6 GDPR**. In all other respects, the provisions of the TiHo Data Protection Policy in its currently valid version apply.

As of: 15.09.2023

English version created with the help of AI

Guidelines for the formal structure of the master's thesis

In principle, there are no specific guidelines for the printed version of a master's thesis, as there are, for example, for doctoral theses. However, the following points may be used as recommendations:

- ▶ Print layout: Line width 16 cm, Page width: 23 cm
- ▶ Recommended font size: 12-point Arial, 1½-line spacing
- ▶ It is best to place the page number in the centre, above the text.

Page 1	The first page of the paper is the title page (see example)
Page 2	see example must contain: • 1st examiner • 2nd examiner • where applicable: funded by which institution • where applicable: Cooperation / external partner with supervisor
Page 3	Dedication (if any) (If no dedication is included, the table of contents should begin on page 3.)
From page 4	Table of Contents, List of Abbreviations, List of Figures and Tables Summary in English; each preceded by the name of the M.Sc. student and the title of the master's thesis
Last page	Acknowledgements and Declaration of Oath

The actual text should begin on the right-hand page (odd-numbered pages).
Page numbers are only assigned from the start of the text (introduction) onwards.
The usual guidelines should be followed when compiling the bibliography.

Sample title page

From the(Institute /Clinic).....

University of Veterinary Medicine Hannover
(supervisor's institute at TiHo/DIL, if appropriate the name of the external scientific institution; if the supervisor is a member of the teaching staff of the University of Veterinary Medicine Hannover, the external scientific institution can be listed exclusively)

MASTER THESIS

In partial fulfilment of the degree of

MASTER OF SCIENCE (M.Sc.)

By the University of Veterinary Medicine Hannover

Submitted by

First name, surname (if appropriate, name of student at birth)

from (place of birth)
Hannover 20..... (year)

Completed at (Institute)
of the University of Veterinary Medicine Hannover



Sample second page

Supervisor: Prof. Dr. xxx

1st examiner Prof. Dr. xxx
Institution
University

2nd examiner Prof. xxx,
Institution
University



Last page

Declaration of Oath

I hereby declare that I have written this master's thesis independently, without using any sources other than those cited, and that I have explicitly indicated all material that has been quoted verbatim or in substance from the sources used.

In the preparation of this thesis, I have used digital tools AI (such as). These tools were agreed with the examiners and approved by them.

Signature Student

Date