

Master´s thesis guidelines

International Energy Engineering (IEE)
Global Research in Sustainable Engineering (GSE)
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Admission

The Master´s thesis is to be written in the last semester of full-time study.
SPO § 4

The prerequisite for registering for the Master´s thesis and issuing a topic is that at least 50 ECTS points have been gained.
SPO § 9

Registration / assignment of the topic

Registration for the Master´s thesis and assignment of the topic can take place at the beginning of the second semester at the earliest and should take place within the first month of the third semester at the latest.
SPO § 9

The assignment of the subject must be in written form. At least the following must be included:

- First name and surname of the candidate
- Name of the supervisor
- Name of the second examiner
- Title and topic of the Master's thesis
- Date of assignment
- Date of delivery

ASPO § 27

Five signed copies of the form "Ausgabe des Themas der Masterarbeit" (Master´s thesis topic assignment) are required for administrative purposes.

The assignment forms must be signed by both the supervisor and the candidate and submitted to the Dean's Office without delay.

The Master's thesis must be registered by the student on the PRIMUSS portal (online).

For a Master's thesis to be carried out in Germany but outside the university, the form "Anmeldung einer externen Masterarbeit" (Registration of an external Master's thesis) must be filled in. The information sheet "Richtlinien für externe Masterarbeiten" (Guidelines for external Master´s theses) must be observed.

The examination board decides whether a Master's thesis can be carried out abroad.

Topic

Master's theses can be prepared either internally or externally - at other universities, in companies or within authorities.

Topics for Master's theses are

- available from professors and lecturers or
- can be suggested to the examiner by the student.

In the case of an assignment to be worked on externally, the title, contents and conditions of implementation are to be agreed upon between the supervisor and the external body before the work begins. Specific company or product names are to be avoided in the title.

A student who has not received a topic despite his/her own efforts must apply to the examination board and will be assigned a supervisor. The supervisor assigns the topic to the student.

ASPO § 27

A suitable topic can also be given to several students to work on together if it is ensured that the individual performance of each student can be clearly defined and assessed as an individual achievement. In this case, each student must specifically mark the part they have created.

ASPO § 27

Examiner

The Master's thesis is to be assessed by two examiners.

ASPO § 34

In accordance with the higher education institutions' examination regulations, only the following people are authorised to examine Master's theses:

- university professors, honorary professors, associate professors and professors who have been relieved of their duties
- retired professors
- private lecturers
- academic and artistic staff
- lecturers and lecturers for special tasks
- persons with experience in professional practice and training

RaPO § 3 / HIG Art. 85

The Master's thesis may only be assessed by persons who themselves possess at least the qualification to be established by the examination or an equivalent qualification.

HIG Art. 85

The examiners are responsible for setting the task, supervision and assessment of performance, in accordance with the regulations of the examination board.

RaPO § 3

Deadlines

The start and end dates of the thesis preparation period are determined by the supervisor and announced together with the topic.

ASPO § 27

The preparation period, from the issue of the assignment to submission, lasts six months, e.g. from 1.10. to 31.3. of the following year.

ASPO § 27 / SPO § 9

The Master's thesis may be handed in before the last possible hand-in date stated in the registration form.

Both the day of issue and the last possible day of submission must fall on a working day (Monday-Friday). If necessary, the processing time must be reduced by a few days if the submission date would fall on a weekend or a public holiday.

If the deadline is not met and no extension of the preparation time has been granted, the student will receive notification from the Examinations Office that the Master's thesis will be graded "insufficient" (grade 5) because it was not submitted on time.

ASPO § 27

Extension of the deadline

Upon application by the student and in agreement with the supervisor, the examination board may extend the preparation period in justified and exceptional cases, if the deadline cannot be met due to illness or other reasons beyond the student's control.

ASPO § 27

The extension should not exceed two months.

ASPO § 27

Applications for an extension of the preparation period, stating the reason for the application, must be submitted to the examination board in writing at least two weeks before the submission deadline.

ASPO § 27

The form "Antrag auf Verlängerung der Bearbeitungszeit" (Request for extension of the Master's thesis deadline) must be completed and submitted to the competent examination board.

Withdrawal

Withdrawal from a Master's thesis is only possible once and with the consent of the head of the examination board. The relevant application must be submitted to the head of the examination board at the latest one week before the deadline for submission of the thesis.

ASPO § 32

Submission/Delivery

The completed Master's thesis must be submitted in bound form to the supervisor or to an office authorised to receive it (Dean's Office).

ASPO § 27

The number of copies to be delivered shall be determined by the supervisor when the Master's thesis topic is issued.

ASPO § 27

The Master's thesis shall be accompanied by a declaration by the student that he/she has written the thesis independently, has not yet submitted it elsewhere for examination purposes, has not used any sources or aids other than those indicated and has marked direct and indirect quotations as such.

ASPO § 27

The form "Bestätigung gemäß § 27 ASPO" (Confirmation in accordance with § 27 ASPO) must be completed and submitted with the Master's thesis.

Four copies of the form "Abnahmebestätigung Masterarbeit" (Confirmation of receipt of Master's thesis) are required for administrative purposes.

These confirmation of receipt forms are to be signed by the supervisor and the candidate and submitted to the Dean's Office without delay.

The Master's thesis must be written in English.

SPO § 9

Correction

The period for the correction of the Master's thesis should not exceed a total of eight weeks.

ASPO § 27

Assessment

If the Master's thesis is assessed differently by the two examiners, they should agree on a common assessment. If no agreement is reached, the grade shall be the arithmetic mean rounded down to one decimal place.

RaPO § 7 / ASPO § 34

The weighting of grades in the formation of the overall grade results from the weighting according to the credit points (ECTS) of the modules and the grade of the Master's thesis according to the appendix of the respective SPO (study and examination regulations). The grade of the Master's thesis is weighted double.

SPO § 10

Repetition

If the Master's thesis was assessed with the grade "not sufficient" (fail), it can be repeated once with a new topic. The preparation period for the new Master's thesis must begin no later than six months after the announcement of the first assessment.
RaPO § 10 / ASPO § 38

Keeping the thesis

The Master's thesis must be kept for two years. The retention period begins at the end of the calendar year in which the student was notified of the result of the Master's thesis.

RaPO § 12 / ASPO § 39 a

The Master's thesis shall be destroyed after expiry of the retention period unless, with the consent of the respective student, it is retained for university purposes or archived as a document worthy of archiving in the archives of the respective university or in a state archive.

RaPO § 12 / ASPO § 39 a

Master's theses may not be discarded or destroyed if and as long as an appeal or legal action has been lodged against an examination decision and the proceedings have not been definitively concluded.

RaPO § 12 / ASPO § 39 a

convenience translation