

Date: June 2016

## Fact Sheet Master Thesis

### Admission requirement

To get admission for the master thesis, modules with at least 80 credit points have to be successfully passed.

### Application and reception of topic

**1. Step:** The student contacts the examination office in order to check the admission requirements and to determine the 1<sup>st</sup> examiner. Then, the examination office sends the application sheet to the 1<sup>st</sup> examiner. The 1<sup>st</sup> examiner writes down the topic of the master thesis and suggests the 2<sup>nd</sup> examiner.

**2. Step:** After approval of the topic by the head of the examination board, the student is asked via e-mail to appear in the examination office again in order to register the master thesis.

### Examiners

At least one of the two examiners has to be professor at the faculties of Electrical Engineering and Information Technology, Mechanical Engineering, Physics or Chemistry of the RUB, who is actively part of the master program Lasers and Photonics.

The other examiner may be

- any lecturer offering a mandatory or mandatory elective course in the master program,
- a person with teaching assignment to supervise a master thesis or
- a professor at any university.

PhD students from the faculty of Electrical Engineering and Information Technology have corresponding teaching assignment. They may be 2<sup>nd</sup> examiners but may not determine the topic of the master thesis.

### Elaboration time

The maximum elaboration time for the master thesis is 6 months.

The minimum elaboration time is 4 months.

### Deregistration and Extension

The topic can be returned only once and only within the first month of the elaboration time.

In case of delays of the studies caused by illness the elaboration time will be extended by the approved delay time. The approval has to be provided to the examination office by a medical certificate submitted within 7 calendar days but not later than the end of the elaboration time. Empty form sheets for medical certificates to be provided to the medical doctor are available at <http://ei.rub.de/studium/pruefungsamt/krankheit/>.

In addition, the examination board may as an exception extend the elaboration time by up to 4 weeks upon written reasonable request by the student.

### Submission

The written form of the master thesis has to be submitted in two bound copies to the examination office. The statutory declaration about the self-employed writing of the thesis has to be included with date and signature in both copies. Students who study in the examination regulation 2015 have to submit the thesis additionally in checkable electronic form (PDF-document on a CD). The submitted printed copies of the thesis will be forwarded to the examiners while the electronic version is stored in the examination office.

The submission of the two bound copies and of the CD (exam reg. 2015) has to take place during the opening hours of the examination office. If the personal submission is impossible, the thesis has to be submitted by mail to the examination office. Then, the date of the mail stamp is the submission date of the thesis. The mail submission receipt

has to be sent to the examination office by e-mail. The corresponding mail submission date is considered as the official examination date of the master thesis. The student is responsible to confirm the in time submission of the thesis.

A master thesis that is not submitted within the given time will be graded with 0% ("not passed").

## Grading

The master thesis (30 CP) is graded by two examiners according to the following grading scheme:

	<b>Content</b> Agreement with given topic Quality of results Literature- research and – evaluation	<b>Written thesis</b> Structure / Composition / Visualization Presentation of causal connections Stile / Formulation / Orthography	<b>Organization</b> Self-employment Systematic approach Verbal communication	<b>Scientific Talk</b>
<b>Weighting</b>	40%	40%	13%	7%
<b>Graded by</b>	1. Examiner and 2. Examiner	1. Examiner and 2. Examiner	1. Examiner and eventually 2. Examiner	1. Examiner and eventually 2. Examiner

The total grade of the thesis is composed of the arithmetical average of the two examiners. If the grades of the two examiners differ by more than 20%, the examination board will determine the final grade. The grading procedure including communication to the examination board should be finished within 3 weeks after submission of the thesis.

## Scientific talk

As part of the master thesis, the student has to present the most important results in a scientific talk to a scientific audience. The talk has to be given before the submission of the master thesis and it has to be considered for the grading of the master thesis.

## Repetition

If the master thesis is not passed, it may be repeated only once. The repetition has to take place at the latest in the following semester. For this repetition, the student will receive a new topic.

## Storage

The written copy of the master thesis will be stored in the area of responsibility of the first examiner for a duration of at least two years. Publication of the master thesis (e.g. in libraries) is only allowed with the agreement of its author.