

Guidelines for the Master Thesis

1 General information concerning the Master Thesis

General information can be found here, where of particular importance is § 19:

https://drupal1.hrz.tu-freiberg.de/sites/default/files/media/innerer-dienst-8539/2019_45_1_pso_ma_cms_0.pdf

2 Which modules/exams must be finished before you can start?

Very important is § 19 (3) which states:

The topic of the Master's thesis can only be issued if according to the study schedule of the Master's Degree Program in Mechanical and Process Engineering, students have successfully completed all modules of the first and second semester, and the Personal Programming Project, and have participated in all module examinations of the third semester but have no more than three uncompleted examinations.

Please note: **“participate”** in an examination means that you actually have to show up in the exam and write it. Only registering for it without showing up receive a grade “5” with the attribute “no show”. This is different from participating and failing the exam, which gives you the grade “5” with the attribute “failed”!

The duration of the thesis is 1 semester!

3 Again: who can apply and register for the Master Thesis?

- All modules of the first and second semester must be completed,
- The modul “Personal Programing Project” must be completed,
- Out of all third semester modules three modules can be uncompleted (you had at least the first attempt for all examinations, but failed).

4 Supervision of the thesis: § 19 (2):

The Master's thesis can only be supervised by a professor or by another person authorized for examinations by federal state law, as long as they are employed at the TU Bergakademie Freiberg in an area relevant for the degree program.

If the Master's thesis is to be undertaken in an institution other than the university then the approval of the chairperson of the Examination Board is required. In this case read please additionally the section **“Regulations of conducting the Master’s Thesis at a (non-academic) institution, such as companies”** below.

5 How to prepare for the thesis

- Proof the admission requirements for the thesis using the self-Service portal.
- Address to a Professor who is in charge of the scientific field of interest for the thesis in order to ask for supervision of a Master Topic.
- After you found an examiner: clear the registration for Master Thesis with the Students Service office (Akademiestraße, Mrs. Kirschner).

TU Bergakademie Freiberg
Dezernat 2 – Studierendenbüro

Anmeldung zur
Registration for the

Bachelorarbeit
Bachelor thesis

Masterarbeit
Master thesis

Diplomarbeit
Diploma thesis

Name, Vorname:
Surname, First Name _____

Geburtsdatum:
Date of Birth _____

Matrikelnummer:
Registration number _____

Studiengang/-richtung:
Course of study/Major _____

Mein 1. Prüfer der Abschlussarbeit wird sein:
My 1. supervisor for the thesis will be _____

Ich versichere, dass mir bisher weder von einer anderen Universität noch von der TU Bergakademie Freiberg ein Thema für eine Abschlussarbeit übergeben wurde und ich in demselben Studiengang auch keine Abschluss-Prüfung „endgültig nicht bestanden“ habe, gemäß Prüfungsordnung.
I confirm that until now I have not received a topic for a thesis from another university or from the Technical University in Freiberg and that I didn't failed the final examination in the same course of study according to examination regulations.

Freiberg, _____
Datum/Date _____ Unterschrift/Signature _____

The Students Service office will issue a form of acceptance (see example) for the Master Thesis which has to be submitted to the professors (*examiners*) office in order to get officially issued the topic of your Master's Thesis.

Example: notification for Master Thesis

FAKULTÄT 4
Maschinenbau · Verfahrenstechnik · Energietechnik

TECHNISCHE UNIVERSITÄT BERGAKADEMIE FREIBERG
Die Ressourcenuniversität. Seit 1765.

Faculty Mechanical, Process and Energy Engineering

Course: **Master Computational Materials Science**

Master Thesis

Title
Gestaltung eines Deckblattes für wissenschaftliche Arbeiten in einem Studiengang der Fakultät Maschinenbau, Verfahrens- und Energietechnik

Submitted by: **Mr. Everyman**

To obtain the academic degree
Master of Science (M. Sc.)

Day of issue: 00.00.2020 1. Examiner: Prof. Musterfrau
Day of submission: 6 month later 2. Prüfer:

The topic is issued, after registration in the Student Services Office, by the supervisor via the Examination Board. The topic and date are to be put on record. Example: cover sheet

Activities while working on the thesis

- Clear the expected content of your thesis
- Write a working plan (work schedule) and discuss it with your supervisor,
- Work continuously and hard, beginning from the first day
- Don't miss the deadlines for consultations with your supervisor
- Start early enough with the thesis draft and discuss it with your supervisor,
- Include the "Declaration of Authorship" in the Thesis.

In case you remained with uncompleted exams:

- Register for those exams during the running semester.
- With uncompleted module exams students will not be accepted for the presentation and defense of the thesis.

6 Further Formalities

- Submit the thesis to the student service office ("Studentenbüro" / Frau Kirschner, Akademiestr. 6).
 - Prepare the presentation (20 minutes) and the discussion of the results (max. 25 minutes) – see § 19 (10),
 - Ask your examiner/supervisor for date and time for the presentation and defense.
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Regulations for conducting the Master's Thesis at a (non-academic) Institution, such as companies.

In general, CMS students are supposed to do their MSc thesis at the TU Bergakademie Freiberg. Thesis supervisor can be any Professor who is involved in teaching courses of CMS.

According to the Examination and Study Regulations for CMS, **if the Master's Thesis is undertaken in an institution other than TU BAF** (even other Faculty of TU BAF!) then the approval of the chairperson of the Examination Board is required. Such "external" MSc thesis' have to full-fill the standards of the TU Freiberg as well as those of the CMS program. The following steps need to be done by you for getting approval for an external MSc thesis:

1. **Hand in an official application** to the chairperson of the Examination board (Prof. B. Eidel). Use the template for your application shown below. The application should include the name of institution where the Master Thesis will be performed and the Topic of the Master Thesis.
2. Together with the application please submit
 - a) **a letter from the company's supervisor** together with an abstract of the proposed thesis topic
 - b) **a short letter from your university supervisor** which states that he is willing to supervise your Master Thesis and that the Topic of your Master's thesis is related to the content of CMS program.

If the thesis topic is not related to CMS subjects, the Examination Board will not accept the topic.

3. You can start with your Master's Thesis only **after** your application was approved by the chairperson of the Examination Board and after registration in the Student Services Office.

Your full postal address in Freiberg

Prüfungsausschuss CMS/ Examination Board CMS

Professor Dr. B. Eidel

Fakultät 4

Freiberg,

Subject matter/ Betreff: Application for ...

Dear Professor,

Yours respectfully

Statement of the TU BAF supervisor/examiner: