

Thesis registration checklist for students

Please bring it filled and signed when you come to register for the thesis

Name and matriculation number:

Name of the 1st supervisor:

Name of the 2nd supervisor:

Estimated registration date:

<u>Please check before making an agreement with the supervisor:</u>	Y/N
Can you be admitted to the Bachelor/Master thesis? Check transcript of records and your examination regulations.	
If you have a part-time job (no more than two days a week): Has your supervisor told you that you must spend the time not working for the thesis cumulatively before registering your thesis? More information below, see <u>add-on number 1</u>). If the part-time job takes up more than two days a week, we cannot offer a thesis. In this case, please contact your boss.	
<u>Performance check before making an agreement with the supervisor:</u>	Y/N
<u>Mandatory:</u>	
Evaluate a review or paper (chosen by your supervisor) and critically discuss the content with selected literature on this topic (at least four new references that were not in the publication)	
Write a short scientific introduction to your research problem. Use the “general guidelines for writing a thesis, <u>chapter 2.2</u> ” (on moodle) for this.	
Prepare an Initial presentation on your Bachelor/Master thesis. This presentation must include <ul style="list-style-type: none"> • Short CV of yourself (max. 5 min) • Introduction into the topic <ul style="list-style-type: none"> ○ problem statement ○ research aims and questions ○ relevance and significance of your thesis topic ○ overview of the work package structure and schedule of the thesis (first thoughts) ○ theoretical framework and methodology (first thoughts) ○ limitations of the research ○ motivation and personal interest. • Literature study carried out so far. • Other relevant topics or tasks (ask your supervisor) • Attention: it will be checked whether you have read the “general guidelines for writing a thesis” 	
Analyse a series of sample data and present the results to your supervisor (only students who will later work with data)	

In case you work in our labs:	Y/N
Send a picture, your name, study course, nationality, thesis topic and other important information to your supervisor via mail, that he or she can forward it to our working group so that they can get to know you.	
Did you get a general introduction to lab safety from Lucas Landwehrkamp or Jens Kuhn? (if not contact your supervisor)	
Did you get an instruction on necessary equipment/measuring devices? (If not, ask your supervisor and make an appointment)	
Did you get access to operating manuals of equipment and measurement devices? (If not, ask your supervisor)	
Do you have a transponder for the doors at our chair? (If not, ask Grit and bring 20 € deposit)	
Did you complete a laboratory training given by Lucas Landwehrkamp? (If not, contact him and make an appointment)	
Do you know our list in the kitchen where you can sign in and out every day? (If not, ask your supervisor)	
Have you read the “general guidelines for writing a thesis” (on moodle)? (this will be checked during your initial presentation)	
For all students doing a thesis with us:	Y/N
Do you know already the monthly thesis protocol (can be found on moodle)? If you have questions regarding this protocol, ask your supervisor. (for external theses = ask Prof. Panglisch or Grit Hoffmann)	
Are you informed that you must submit the monthly thesis protocol to moodle? Every end of the month (always by the last day of the month, later not possible on moodle!!!). Missing or late submissions have a negative impact on the assessment of the thesis!	
Are you informed that you must describe on approx. one DIN A4 page what own contribution you have made to your work and that you must hand this page over to the supervisor after submitting of your thesis?	
Are you informed that you have to give an initial, a mid-term and a final presentation? Please arrange appointments with your supervisor early enough.	
Did you get the general thesis briefing with Grit Hoffmann? If not, make an appointment with her.	
Please do before registration	Y/N
Clarify the title (English and German) with your supervisor.	
Fill the thesis application form and send it to your supervisor.	
Clarify with your supervisor important appointments. More information below, see add-on number 2)	

Signature student and date

Add-on 1:

Master:

In general, a **Master thesis** has 30 credit points (CP), where one CP corresponds to 30 working hours. Thus, a master thesis has a total working time of 900 h (23 working weeks with 8 h working time per weekday). The distribution of this working time should be as follows for a (practical) thesis:

- $\approx 2/3$ laboratory work at least 15 work weeks.
- $\approx 1/3$ reading and writing at least 8 work weeks.

An introductory phase is an offer to the student to get familiar with the topic of the thesis, the lab work and the chair itself. Maximum 4 weeks.

In given cases, it may be necessary to extend the introductory phase, e.g. if the student cannot work full-time on the thesis due to a part-time job

Example: A student can only work three days per week on the master's thesis (and thus in the lab) due to a part-time job. The working time of the part-time job must be taken into account when registering the thesis. In the given example, the processing time is consequently extended beforehand to 37 working weeks. This time can be compensated by the introductory phase.

Working days per week	Total Thesis	Lab working part	Writing part
5	23 weeks	15	8
4	28 weeks	19	9
3	37 weeks	25	12

Bachelor:

In general, a **Bachelor thesis** has 12 credit points (CP), where one CP corresponds to 30 working hours. Thus, a bachelor thesis has a total working time of 360 h (9 working weeks with 8 h working time per weekday). The distribution of this working time should be as follows for a (practical) thesis:

- $\approx 2/3$ laboratory work at least 6 work weeks.
- $\approx 1/3$ reading and writing at least 3 work weeks.

An introductory phase is an offer to the student to get familiar with the topic of the thesis, the lab work and the chair itself. Maximum 4 weeks.

In given cases, it may be necessary to extend the introductory phase, e.g. if the student cannot work full-time on the thesis due to a part-time job.

Example: A student can only work three days per week on the bachelor's thesis (and thus in the lab) due to a part-time job. The working time of the part-time job must be taken into account when registering the thesis. In the given example, the processing time is consequently extended beforehand to 15 working weeks. This time can be compensated by the introductory phase.

Working days per week	Total Thesis	Lab working part	Writing part
5	9 weeks	6	3
4	11 weeks	7	4
3	15 weeks	10	5

Add-on 2:

Clarify following important appointments, like:

- Date for Initial and Mid term presentation
- Appointment at the beginning of each month to discuss the monthly protocol.
- Date to send the thesis for a possible proof-reading (around 3 weeks before the end, the thesis can be submitted to the supervisor for corrections)