

Master's Thesis. What to know and what to do.

What to know and what to do before you start a Master's thesis

The master's thesis module consists of two parts. The first part is a 6 months thesis project in a research group which includes writing up the actual thesis. The second part is the oral master's thesis defense. After the thesis has been handed in, two referees evaluate the thesis usually within four weeks. Both referees, one of which is usually the thesis supervisor, have to be listed as academic supervisors in the Master of Science in Biological Sciences program (http://www.biologie.uni-koeln.de/sites/department_biologie/Lehre/Sonstiges/MSc/Liste_Hochschullehrer_MSc.pdf).

Generally, within two weeks after evaluation of the thesis, which has to be graded 4.0 or better, the master's thesis defense takes place. There will be no defense if the thesis is graded 5.0. In that case it is possible to conduct a new thesis project on a different topic. However, consult a student adviser beforehand.

If you plan to conduct a thesis project in a research group with a supervisor who is not listed as an academic supervisor the thesis is considered to be external. In that case, you need to ask two academics listed as supervisors for being referees for your thesis and you need to consult a student adviser. The actual project supervisor of an external thesis does not take part in the reviewing process. However, she or he may be present as a consultant during the thesis defense.

What to do before you start a Master's thesis

- Make sure that you have successfully finished all modules required.
- If you plan an external thesis contact a student advisor
- Fill out the form for registration of the master's thesis.
 - Make sure that the thesis supervisor and you have signed the form.
 - You also have to fill out a form that asks for studies abroad during your Master's studies. This form is for statistical purposes. The form is written in German. If you need help, ask lab mates or the student advisers.
- Hand in the registration form to the Master's Office at least 7 days before beginning the thesis work.
- You will receive a letter that informs you about the deadline for handing in your thesis. The deadline will be 6 month after the beginning date.
- Read the master's thesis module description for formal details. The module description gives 7 month for the duration of the module. Do not be irritated, this includes the 6 month period for the actual thesis and 4 weeks for preparation of the thesis defense.

Writing the thesis

- For preparing your thesis it is useful to know some of the criteria that are used by the referees to evaluate your thesis. You will find this information here: http://www.biologie.uni-koeln.de/sites/department_biologie/Lehre/Formulare/MSc/Master_Thesis_Evaluation_Form_neue_Ordnung.pdf
- The thesis should not exceed 100 pages (font size 12, line spacing 1.5). Because there are no further regulations as to the form ask your supervisor for instructions.
- Although the master's thesis has to be written in English, include the following declaration in German: **"Hiermit versichere ich an Eides Statt, dass ich die vorliegende Arbeit**

selbstständig und ohne die Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Alle Stellen, die wörtlich oder sinngemäß aus veröffentlichten und nicht veröffentlichten Schriften entnommen wurden, sind als solche kenntlich gemacht. Die Arbeit ist in gleicher oder ähnlicher Form oder auszugsweise im Rahmen einer anderen Prüfung noch nicht vorgelegt worden. Ich versichere, dass die eingereichte elektronische Fassung der eingereichten Druckfassung vollständig entspricht”.

(Translation: *“I hereby declare that this thesis is my own work and that I have not used any sources other than those listed in the bibliography. Content from published or unpublished works that has been quoted directly or indirectly or paraphrased is indicated as such. The thesis has not been submitted in the same or similar form or in part for any other academic award. The electronic version I have submitted is completely identical to the hard copy version submitted.”*). If a false declaration is made, the legal consequences described in Section 63 (5) of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia (“HG”) can apply.

- **Date and sign the statement.**

Handing in the thesis

- Hand in three printed copies and a write-protected digital version at the Master’s Office. The digital version may be stored on CD or a data stick. The latter version will be copied to the electronic file system in the office.
- Meet the deadline when handing in the thesis. Otherwise, the thesis will be graded 5 (fail).

If you cannot meet the deadline a 4 week extension may be granted upon a well-founded written request to the Degree Committee. The request must be submitted before the deadline and has to be signed by the student. An additional signature of the supervisor is advantageous.

Extensions will be granted in cases of health problems of the student when certified by a medical doctor or certified health care issues with relatives or pregnancy and child care issues. See a student adviser for help with these matters.

Generally, the referees will be finished with reading and grading the thesis within 4 weeks. It is advisable fixing a date for the thesis defense with both referees before you hand in the thesis.

Master’s thesis defense

The master’s thesis defense consists of, a 20-minute talk and a discussion of 25 to 40 minutes. The talk is a presentation of the thesis’s scientific background, the most important methods and results, and the main conclusions drawn from the result. Topics in the discussion will include the broad scientific context of the thesis’s topic, the understanding of methodological matters, the discussion of the results and their implications. The master’s thesis defense is the last examination of your studies and it can only be conducted after all other modules have been completed and the thesis has been evaluated positively.

- Arrange the exact date of the talk with both referees and a keeper of minutes.
- Arrange a room for the thesis defense.
- Fill out the Master’s Thesis defense form.

- The form needs to be signed by
 - the 1st reviewer
 - the 2nd reviewer
 - the keeper of minutes
 - the candidate
- Hand in the form at least 10 days before the defense date. If the form is send by letter post it must be submitted 14 days before the defense date. You may hand in the form together with the thesis.

After the defense, the keeper of minutes will take care that the documents are send to the Master's Office.

If you fail, you can repeat the thesis defense. A maximum of two repeats is possible.

Determination of the final grade

For the determination of the final grade, the weighting will be: 15 % for each subject module and 40% for the Master's thesis. The weighting for the Master's thesis will be 75% for the written thesis and 25% for the thesis defense.

After finishing the thesis defense it may take a couple weeks until the final documents are ready to be picked up. If necessary, you may ask for an ungraded confirmation of a successful completion of the Master's program.

Registration of the Master's Thesis

An den
 Prüfungsausschuss für den Studiengang
 Master of Science in Biological Sciences
 der Universität zu Köln
 Zulpicher Str. 47a
 50674 Köln

Personal data	
Last name, first name	
Address	Street & Number
	Zip Code & City
Matriculation number	
Email-address	
Phone number	
Master's Thesis (6 month)	
Planned start date	The registration must be submitted at least 7 days before the start of the thesis
Topic (working title)	
Institute & Address	
Thesis supervisor (1 st reviewer)	Name
2 nd reviewer	Name
External supervisor (for external thesis only)	Name
	Email-address
	Institution and Address
Signatures (declaration of agreement)	
Thesis supervisor	_____ (Date) _____ (Signature)
External supervisor (if applicable)	_____ (Date) _____ (Signature)
Student	_____ (Date) _____ (Signature)
Filled in by the office of the examination board	
Date for submission of the thesis	_____
	_____ (Date) _____ (Signature)

Beiblatt zur Erfassung von Studierendendaten nach Hochschulstatistikgesetz

Auf Grund einer Änderung des Hochschulstatistikgesetzes (HStatG) ist die Universität zu Köln gemäß der §§3, 4 und 5 verpflichtet, ergänzende Informationen der Studierenden zu erfassen. Hierzu zählen u. a. die studienbezogenen Auslandsaufenthalte der Absolvierenden. Wir möchten Sie bitten uns folgende Fragen zu beantworten und dieses Formular im zuständigen Prüfungsamt abzugeben.

Persönliche Daten

Matrikelnummer							
Name							
Vorname							
Geburtsdatum (TTMMJJJJ)							
Abschluss und Studiengang							

Angaben zur Auslandsmobilität

Haben Sie im Hinblick auf Ihren angestrebten Studiengangsabschluss einen oder mehrere Auslandsaufenthalte absolviert?	Ja <input type="checkbox"/>	Nein <input type="checkbox"/>
Tragen Sie hier die auf den Studiengang bezogenen im Ausland erworbenen ECTS-Punkte ein, die durch das Prüfungsamt in ihrem aktuellen Studiengang anerkannt wurden.		

Im nachstehenden Abschnitt erbittet die Universität zu Köln Informationen zu den drei längsten **studienbezogenen** Auslandsaufenthalten. **Bitte tragen Sie ebenfalls die Auslandsaufenthalte ein, für die Sie keine ECTS-Punkte anerkannt bekommen haben.**

Erster studienbezogener Auslandsaufenthalt

Staat des Aufenthaltes												
Zeitraum (TTMMJJJJ)	von						bis					
Dauer des Aufenthaltes in Monaten <u>Ein Monat entspricht vier Wochen</u>	unter 1 Monat	<input type="checkbox"/>	1 bis 2 Monate	<input type="checkbox"/>	2 bis 3 Monate	<input type="checkbox"/>						
	3 bis 4 Monate	<input type="checkbox"/>	4 bis 5 Monate	<input type="checkbox"/>	5 bis 6 Monate	<input type="checkbox"/>						
	Sollte der Aufenthalt länger als 6 Monate (24 Wochen) betragen haben, geben Sie bitte die Dauer in Monaten an											
Art des Aufenthaltes	Studium	<input type="checkbox"/>	Praktikum	<input type="checkbox"/>	Anderer studienbezogener Aufenthalt			<input type="checkbox"/>				
Art des Mobilitätsprogrammes	EU (EU-gefördert, z. B. Erasmus)						<input type="checkbox"/>					
	Sonstiges internationales / nationales Programm (nicht EU-gefördert, z. B. Hochschulpartnerschaft)						<input type="checkbox"/>					
	Kein Programm, selbst organisiert						<input type="checkbox"/>					

Zweiter studienbezogener Auslandsaufenthalt

Staat des Aufenthaltes																							
Zeitraum (TTMMJJJJ)	von												bis										
Dauer des Aufenthaltes in Monaten	unter 1 Monat <input type="checkbox"/>		1 bis 2 Monate <input type="checkbox"/>		2 bis 3 Monate <input type="checkbox"/>		3 bis 4 Monate <input type="checkbox"/>		4 bis 5 Monate <input type="checkbox"/>		5 bis 6 Monate <input type="checkbox"/>												
<u>Ein Monat entspricht vier Wochen</u>	Sollte der Aufenthalt länger als 6 Monate (24 Wochen) betragen haben, geben Sie bitte die Dauer in Monaten an																						
Art des Aufenthaltes	Studium <input type="checkbox"/>		Praktikum <input type="checkbox"/>		Anderer studienbezogener Aufenthalt <input type="checkbox"/>																		
Art des Mobilitätsprogrammes	EU (EU-gefördert, z. B. Erasmus) <input type="checkbox"/>																						
	Sonstiges internationales / nationales Programm (nicht EU-gefördert, z. B. Hochschulpartnerschaft) <input type="checkbox"/>																						
	Kein Programm, selbst organisiert <input type="checkbox"/>																						

Dritter studienbezogener Auslandsaufenthalt

Staat des Aufenthaltes																							
Zeitraum (TTMMJJJJ)	von												bis										
Dauer des Aufenthaltes in Monaten	unter 1 Monat <input type="checkbox"/>		1 bis 2 Monate <input type="checkbox"/>		2 bis 3 Monate <input type="checkbox"/>		3 bis 4 Monate <input type="checkbox"/>		4 bis 5 Monate <input type="checkbox"/>		5 bis 6 Monate <input type="checkbox"/>												
<u>Ein Monat entspricht vier Wochen</u>	Sollte der Aufenthalt länger als 6 Monate (24 Wochen) betragen haben, geben Sie bitte die Dauer in Monaten an																						
Art des Aufenthaltes	Studium <input type="checkbox"/>		Praktikum <input type="checkbox"/>		Anderer studienbezogener Aufenthalt <input type="checkbox"/>																		
Art des Mobilitätsprogrammes	EU (EU-gefördert, z. B. Erasmus) <input type="checkbox"/>																						
	Sonstiges internationales / nationales Programm (nicht EU-gefördert, z. B. Hochschulpartnerschaft) <input type="checkbox"/>																						
	Kein Programm, selbst organisiert <input type="checkbox"/>																						

Ich bestätige, dass die in diesem Formular gemachten Angaben zutreffend sind.

Köln, den (TTMMJJJJ)												
Unterschrift												

Registration of the Master's thesis defense (Abschlusskolloquium)

An den
 Prüfungsausschuss für den Studiengang
 Master of Science in Biological Sciences
 der Universität zu Köln
 Zulpicher Str. 47a
 50674 Köln

Personal data	
Last name, first name	
Address	Street & Number
	Zip Code & City
Matriculation number	
Email-address	
Phone number	

Master's Thesis Defense (This registration must be submitted at least 2 weeks before the defense date.)
Students are obliged to submit the attached protocol form to the minutes taker and to inform all participants about date and time.

Date and time of defense At the earliest 4 weeks after submission of the thesis.		Thesis submission date
Place	Room number	Institute and Address
Thesis supervisor (1 st reviewer)	Name	
2 nd reviewer	Name	
Minutes taker	Name	

Signatures

Reviewers herewith declare agreement to submit the thesis evaluation report at least two working days before the defense date.

In case a thesis evaluation report is not received by the office in time, the thesis defense must be postponed by at least 10 days.

Thesis supervisor (1 st reviewer)	_____	_____
	(Date)	(Signature)
2 nd Reviewer	_____	_____
	(Date)	(Signature)
Minutes taker	_____	_____
	(Date)	(Signature)
Student	_____	_____
	(Date)	(Signature)

Please note: Protocol form for the defense is attached to this registration form (2nd page).

University of Cologne
Degree Committee
Master of Biological Sciences



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Phone +49 221 4704328
Fax +49 221 4701633

*Please return to the
Degree Committee Master of Biological Sciences*

Name of candidate:

Name of 1st examiner :

Date :

Name of 2nd examiner :

Start of exam :

Name minutes keeper :

End of exam:

Is the candidate able to be examined?

Yes

No

(Please continue on the backside)

Grade

Signature of 1st examiner

Signature of 2nd examiner

Signature of minutes keeper

Student talk: 20 minutes. Discussion: 25 – 40 minutes.

Grades 1.0 – 1.5 very good
 1.6 – 2.5 good
 2.6 – 3.5 satisfactory

3.6 – 4.0 sufficient
4.1 – 5.0 fail