




The module MN-BC-MT consists of two parts.

All forms  mentioned are provided on the website (Biochemistry > Master of science > Documents, Forms, Organization): <http://www.bc.uni-koeln.de/16219.html>

Part 1: Master Thesis

1. Application – BEFORE YOU START!

- To apply for the Master thesis, you must have successfully completed all advanced modules (subject modules and Scientific Writing) and both lab modules.
- In addition, your project proposal module must be finished or finalized in the next two weeks referring to the submission date of your application for the thesis. It is not possible to start the Master thesis with less than 84 CP.
- **Supervisors/Reviewers:** Your master thesis has to be examined by two professors or equivalent belonging to the Faculty of Mathematics and Natural Sciences or to the Faculty of Medicine of the University of Cologne. If you are planning to perform your master thesis at an outside institution, please follow the recommendations outlined in the box below.
- Use the provided form  “Application for Master Thesis” to keep records of the necessary information outlined above
-  Hand in the completely filled out, original version of the  “Application for Master Thesis” to the Examination Office **at least two weeks before** you begin your thesis (copies or scanned versions can be sent via Email as preliminary versions, but the original version has to be handed in!)

Case A: Supervisor of hosting work group is professor at the University of Cologne

- Department of Chemistry (<https://www.chemie.uni-koeln.de/>)
 - Department of Biology (<http://www.biologie.uni-koeln.de/>)
 - Center for Biochemistry, Medical Faculty, University of Cologne (<http://www.uni-koeln.de/med-fak/biochemie/biomed2/>)
 - CECAD Research Center <http://www.cecad.uni-koeln.de/research-center/research-group-leaders/>
 - CMMC Center for Molecular Medicine Cologne <https://www.cmmc-uni-koeln.de/home/>
- => he/she can act as first reviewer of your thesis and defense
=> second reviewer: from one of the above mentioned institutions or other German university

Case B: Supervisor of hosting work group is professor at a German university or research institution (e.g. MPI, Helmholtz, etc.)

- => he/she can act as first reviewer of your thesis and defense
=> second reviewer has to be from one of the institutions mentioned under case A

Case C: Supervisor of hosting work group is professor at a Non-German university or from industry

- => first and second reviewer have to come from one of the institutions mentioned under case A
=> the supervisor from the hosting institution can write a reference for the first and second reviewer and can attend the defense as third reviewer

cases B - C: Master defense: defense has to take place in Cologne, it is strongly recommended that the first supervisor in Case B personally attends the examination (participation via Skype is only possible in exceptional cases and has to be confirmed in advance by the Examination Office)

Reviewers

2. Time schedule

After approval of application by the Examination Committee Chairman, the Examination Office will inform you about the submission date of your thesis by Email. The time allowed for your master thesis project is six months maximum, starting on the date on your application form. Under special circumstances the submission date may be extended once by a maximum of four weeks. A written request, including the reasons for the extension, signed by you and the thesis supervisor will be required and must be submitted to the Examinations Office before the thesis' deadline. The extension has to be approved by the Chairman of the Examination Committee and will be confirmed by Email by the Examination Office. The Email includes the new submission date.




3. Preparation

The Master thesis must be written in English and should comprise not more than 100 DIN-A4 pages in length (font size 12, line spacing 1.5). It should contain the following sections: Abstract, Introduction, Material and Methods, Results, Discussion, Bibliography.

According to the examination regulations § 21 (8), please add a list of methods/tools/web services etc. you have used and a signed assurance as follows:

„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“

4. Submission

-  The Master's thesis must be submitted on time as three printed and bound copies and a one read-only electronic version to the Examinations Office (it is recommended to contact the Examination in advance to make an appointment for submission).
-  Please submit with your thesis the original version of the  (Part 2): *Registration Master Thesis Defense*, which includes date, time and place of your thesis defense.












Part 2: Defense

The defense has to take place in Cologne, it is strongly recommended that the first and second supervisor (particularly for Case B) personally attend the examination.

The student has to arrange the date, time and place of the defense.

The necessary forms will be fixed by the Examination Office and have to be picked up by the student. Please arrange an appointment with the Examination Office.

Summarized check-list:

	Who	What
1	Student	Find internal / external research group and supervisor, where you want to perform your master module
2 	Student & Supervisor	prepare =>  "Application for Master Thesis - - Define topic/working title of the Master's thesis - Fill out and sign the application form together with your supervisor/s - Define first/second supervisor
3 	Student	hand in original version of  "Application for Master Thesis => to the Examinations Office - at least two weeks before beginning work on your Master's thesis - copies or scanned versions can be sent via Email as preliminary versions, but the original version has to be handed in
4	Examination Office & Chairman	Approval of (1) application (2) submission deadline, (2) supervisors/reviewers => student will be informed by Email by the Examination Office
5	Student (6 months)	Master Thesis completed? Or Extended?
6 	Student	prepare =>  "Registration Master Thesis Defense
7  	Student	Submission => to the Master's Examination Office 1) Master thesis (3 printed versions, 1 electronic version) 2)  "Registration Master Thesis Defense (contact marion.danitz@uni-koeln.de 2-3 days in advance to arrange appointment for submission)
1	Examinations Office & Chairman	Organization of Master Thesis Assessment => Approval of Defense Date by Email
9 	Student	Master Thesis Defense Pick up Master Thesis Defense documents at the Examination Office => date will be arranged with marion.danitz@uni-koeln.de by e-mail
10	Student & Examiners	Master Thesis Defense Presentation (20 minutes) and discussion (25-45 minutes) <i>Keep records on form provided by the Office of Examinations.</i>
11 	Student	=> Hand in Examination Documents to the Master's Examination Office

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