

## Guidance for students

All forms mentioned are provided on the website of the institute:

<https://bc.uni-koeln.de/master-of-science>

### 1 – Application – BEFORE YOU START:

- ☞ To apply for the Master's thesis, you must achieve 84 CP. This is only possible if you have successfully completed all previous modules
- ☞ Only the Project Proposal module may still be open, as long as it can be completed and assessed during the two weeks between the submission of the application and the effective start.
- ☞ This means that the final assessment of the Project Proposal module must be submitted to the Examination Office in time, otherwise the start of the Master's thesis is not allowed.
- ☞ Use the provided form "Application for Master's thesis" to enter and record all of the necessary information.
- ☞ Hand in the completely filled out form "Application for Master's thesis" to the Examination Office **at least two weeks** before you want to start with your Master's thesis.

### Supervisors/Reviewers:

Your Master's 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. You will find examples of accepted reviewers in the "White list".

If you are planning to perform your Master's thesis at an outside institution:

- Case A:** Supervisor of hosting work group is **professor**, "P.D." or at least P.I./Lab Head at a German university or German research institution (e.g. MPI, Helmholtz, etc.)  
=> he/she can act as first reviewer of your Master's thesis and Defence  
=> second reviewer has to be from the "White List"
- Case B:** Supervisor of hosting work group is **professor** at a Non-German university  
=> he/she can act as first reviewer of your Master's thesis and Defence  
=> second reviewer has to be from the "White List"
- Case C:** Supervisor of hosting work group is not professor or at least Lab Head at a Non-German university or is from industry  
=> first & second reviewer have to be from the "White List" - at least one of them has to be **professor** or "P.D."  
=> the supervisor from the hosting institution can write a reference for the two reviewers and can attend the Defence as third reviewer

☞☞ If you are not sure which category your desired supervisors fall into, please feel free to contact the Examination Office in advance for clarification.

### 2 - Time schedule

After approval of the application by the Chairman of the Examination Board, you will be informed by e-mail of the last possible deadline for the submission of your Master's thesis, whereby the regulated maximum processing time is six months.

Under special conditions, the submission deadline can be extended once by a maximum of four weeks.

A written application signed by your supervisor and yourself, stating the reasons for the extension, is required and must be submitted to the Examination Office before the original submission deadline.

After approval by the Chairman of the Examination Board, you will receive another e-mail with the new last possible submission date as confirmation.

### 3 - Preparation

The Master's 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, please add a list of methods/tools/web services etc. you have used. Finally, on a separate page, include an affidavit with the following wording (**in German**) and sign it by hand:

„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 im Rahmen einer anderen Prüfung noch nicht vorgelegt worden.

Ich versichere, dass Rohdaten, Datenanalysen, Versuchsprotokolle oder Probenmaterial entsprechend der Grundsätze guter wissenschaftlicher Praxis gesichert und der Leiterin beziehungsweise dem Leiter der Arbeitsgruppe, in der die Masterarbeit durchgeführt wurde, zugänglich sind.“

-> For information only, the non-binding translation:

*"I hereby declare in lieu of an oath that I have written this thesis independently and without the use of other than the stated aids. All passages taken verbatim or in spirit from published and unpublished writings are marked as such. The work has not yet been submitted in the same or a similar form in the context of another examination.*

*I assure that raw data, data analyses, experimental protocols or sample material are secured in accordance with the principles of good scientific practice and are accessible to the head of the working group in which the Master's thesis was carried out."*

### 4 – Submission

- ☞ To meet the deadline, the digital (PDF) version of the Master's thesis is sufficient, which you should send to the Examination Office by e-mail (only via your Smail-account) within the deadline.
- ☞ In addition, when submitting the Master's thesis, the completed and signed registration form for the Defence is mandatory
- ☞ Then you must ensure that you have submitted and signed the required affidavit.
- ☞ Ideally, you should submit the three printed copies of your Master's thesis promptly and before the Defence. You can send them by post, drop them in the Examination Office letterbox or submit them during the opening hours.













Please keep in mind: until you have handed in all the required versions, you will not be able to receive the final documents.

## The Defence – your last examination in the Master Program

The Defence must be agreed with both reviewers and should take place at the UoC (in Cologne) - other arrangements must be clarified with the Examination Office in advance.

Please note that the only video conferencing service accepted by the UoC for online exams is **Zoom**, the use of other services such as Skype is not possible.

## Summarized check-list:

|                                                                                                                                                                                | Who                           | What                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                              | Student                       | Find internal / external research group and supervisor, where you want to perform your Master module                                                                                                                                                                                                         |
| 2<br>                                                                                         | Student & Supervisor          | <b>prepare =&gt;</b>  "Application for Master's thesis -<br>- Define topic/working title of the Master's thesis<br>- Fill out and sign the application form together with your supervisor<br>- Define first/second reviewer |
| 3<br>                                                                                         | Student                       | <b>=&gt; hand in</b>  "Application for Master's thesis => to the Examination Office<br><br>- <b>at least two weeks before beginning work on your Master's thesis</b><br>- as (electronically) signed PDF by e-mail          |
| 4                                                                                                                                                                              | Examination Office & Chairman | <b>Approval</b> of (1) application (2) submission deadline (3) supervisor/reviewers<br><br>=> student will be informed by e-mail by the Examination Office                                                                                                                                                   |
| 5                                                                                                                                                                              | Student                       | approx. 5-6 months later<br>Will be Master's thesis completed? <b>Or extension necessary?</b>                                                                                                                                                                                                                |
| 6<br>                                                                                         | Student                       | <b>prepare =&gt;</b>  "Registration Master's thesis Defence                                                                                                                                                                 |
| 7<br><br> | Student                       | <b>Submission =&gt; to the Master's Examination Office</b><br>1) Master's thesis - PDF = electronic version<br>2)  "Registration Master's thesis Defence"<br>3) Submission of the three printed copies                    |
| 1                                                                                                                                                                              | Examination Office & Chairman | Organization of Master's thesis assessment =><br>Approval of Defence date by e-mail                                                                                                                                                                                                                          |
| 9<br>                                                                                       | Examination Office            | Preparation of the  " <b>Record Master's thesis Defence</b> "                                                                                                                                                             |
| 10                                                                                                                                                                             | Student & Reviewers           | <b>Master's thesis Defence</b><br>Presentation (20 minutes) and discussion (25-45 minutes)<br><br><i>Keep records on form provided by the Examination Office (see 9)</i>                                                                                                                                     |
| 11<br>                                                                                      | Reviewers                     | <b>=&gt; Hand in examination documents to the Master's Examination Office</b>                                                                                                                                                                                                                                |

Examination Office: Marion Danitz ([marion.danitz@uni-koeln.de](mailto:marion.danitz@uni-koeln.de))  
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 Building 322 - room HS 118  
 Office hours: Wednesday 13:30-16:00 & Thursday 10:00-13:00