

Information sheet Master-Thesis

Study programme

Master of Science Mechanical Engineering

1. Examination regulations

The process of the Master-Thesis is determined by the last valid version of the examination regulations of the faculty Mechanical Engineering and Business Administration for the study programme Master Mechanical Engineering and the examination procedure regulations (PVO) of the university. This information sheet is established in order to draw attention to the Master-Theses-regulations.

2. Subject of the Master-Thesis

The subject of the Master-Thesis can be established by any examination authorized member of the lecturers of Lübeck University of Applied Sciences. Students have the possibility to submit subject proposals themselves.

3. Subject of the Master-Thesis

The subject of the Master-Thesis is released by the chairman of the examination board. Subject, editor, mentor, date of issue and closing date are determined on a separate form.

Application for the thesis accreditation is only possible, if all proofs according to the regular study programme plan of the study regulations Master Mechanical Engineering are achieved up to the end of the second semester, whereas two proofs equal to the total of 10 ECTS can be handed in later in case of repetition of the missing course. The application for accreditation has to be made on a form-sheet, which is handed out by the examination office and has to be returned there. The examination office checks the qualification and signs on the form. The form has to be presented to the authorized lecturer for examination, who edits the subject and mentors the Master-Thesis.

The member of the lecturers completes the form and the candidate hands it over to the examination board, before date of issue, so that the subject of the master-thesis can be released the student.

4. Duration of the Master-Thesis

The Master-Thesis has to be terminated and handed in latest 4 months after issue within the fixed deadline to the chairman of the examination board or it has to be sent by postal mail (post stamp latest the last day of the period). The date of acceptance is registered.

5. Prolongation of the period

The processing time can only be prolonged for a period of max. 3 months. Conditions for prolongation:

- A written application of the candidate before the deadline of the period addressed to the chairman of the examination board.
- Proof of the candidate, that the deadline could not be achieved for reasons which are not within the responsibility of the candidate.

6. Return of the subject

The subject of the Master-Thesis can be returned only once within the first month of the processing time to the chairman of the examination board.

7. Form of the Master-Thesis

The external form of the Master-Thesis, i.e. execution of the drawings, photos, graphical presentations, the text as well as the binding of the master-thesis have to follow common scientific rules and standards, and have to be agreed on between the student and his/her mentor in time.

8. References

Literal quotations or copied paragraphs according to the sense, have to be marked as quotations, including place of source.

9. Declaration of the Master-Thesis

When the Master-Thesis is handed in, the candidate has to confirm on a special form that he/she has written the master-thesis without other support independently. This declaration is supplied by the examination office by e-mail and has to be bound into the master thesis.

10. Summary on a special form (Abstract)

The student has to report about the subject, the task and the results of his/her Master-Thesis on another form (as an abstract). This form is provided via e-mail by the examination office. It has to be bound into the master thesis.

11. Number of Copies of Master-Thesis

The Master-Thesis has to be handed in to the secretary office of the faculty with 2 copies. The copies should be bound.

In **front** of the Master-Thesis there should be

- The subject and - eventually - the official assignment of the Master-Thesis,
- The abstract

The declaration about the independent work can also be placed at the end of the Master-Thesis.

Together with the Master-Thesis there have to be handed in:

- The registration form for the oral, final examination (colloquium)

12. Repetition of the Master-Thesis

A not-passed Master-Thesis can be repeated once. The repetition requires a new application for admission for the Master-Thesis again. The application has to be done latest within the following semester. The subject of the Master-Thesis can only be passed back, if the first Master-Thesis subject was not passed back by the applicant.

The presented version was approved by the convent of the faculty Mechanical Engineering and Business Administration 09.26.2012