



Stamp of chair or institute



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- Original to Examination Office
- Copy for supervisor
- Copy for candidate

Registration and confirmation of submission of a Master's thesis in Materials Physics

The *Master's thesis (FO-3)* is one of 4 modules that define the one-year *Research Phase* of the M.Sc. study course in Materials Physics. The other modules of this phase are *subject specialisation (FO-1)*, *project planning (FO-2)* (both with pass/fail character) and the *Master's colloquium (FO-4)*. These 4 modules form one thematic unit.

This form is required to register a Master's thesis. It must be filled and signed by supervisor and candidate when the work on the Master's thesis commences, and sent to the Examination Office. This same form is used later to confirm the submission of the thesis (by the supervisor, a member of the Examination Committee, or an official in the Examination Office).

At registration, the Examination Office, the supervisor and the candidate receive one copy each of the filled-in form. The submission will be confirmed on one of these copies (see overleaf), where the original is sent to the Examination Office and candidate and supervisor again receive one copy each.

At registration of the thesis, the supervisor confirms with his/her signature that the candidate has successfully completed the modules *FO-1* and *FO-2*.

The information given on the following pages 3-5 is crucial for the proper registration, completion and submission of the Master's thesis. By signing this form, supervisor and candidate confirm that they have fully read and understood this information.

1) Registration of a Master's thesis

Mrs./Mr. _____, student number _____,

has received on (date) _____ (*) the following topic for his/her Master's thesis (working title):

by _____ (supervisor).

(*) The thesis must be submitted 6 calendar months after this date, the latest. An extension by a maximum of 3 months is possible only in exceptional cases and requires a written and properly justified request to the chair of the Examination Committee (see implementing provisions on page 3).

The supervisor herewith confirms that the candidate has successfully completed the modules *subject specialisation (FO-1, 15 ECTS)* and *project planning (FO-2, 15 ECTS)*.

Supervisor and candidate confirm that they have taken note of the information on the following pages 3-5.

- The candidate requests to write the Master's thesis in **German language** and the supervisor endorses this request. This entails the right, but not the duty for the candidate to submit the thesis in German.
- The thesis work will be performed **outside the Department of Physics** of FAU at _____, see item 5 of the implementing provisions. Candidate and supervisor confirm to have taken note of the leaflet mentioned there.

_____, _____, _____, _____
 Place Date Supervisor Candidate

2) Confirmation of submission of the Master's thesis

I herewith confirm that the Master's thesis specified overleaf, including the signed declaration and the electronic version on CD or DVD, was submitted to me on (date) _____. The title page complies with the specifications on page 4.

The second referee for the thesis will be (*): _____.

_____, _____, _____
 Place Date Supervisor

(*) If the second referee has not yet been identified at the submission date, this field can be left empty.

Implementation provisions:

1. Authorised as supervisors of Master's theses in physics are all professors at the Department of Physics, and all scientists holding a habilitation ("Privatdozent/innen") at the Department of Physics. The Examination Committee can appoint further supervisors, in particular from the field of Materials Science.
2. Registration of the Master's thesis is due six months after the assignment of the topic for the research phase. In case reasons beyond the responsibility of the candidate are evident already at registration time that will entail a period longer than 6 months until submission of the Master's thesis, the chair of the Examination Committee has to be informed and will make a corresponding note on the registration form.
3. The final title of the Master's thesis can deviate from the working title in the registration form.
4. If the statement on writing the Master's thesis in German is selected, the thesis can be submitted either in English or in German language. If the statement is not selected, a submission in German language requires an informal request in writing by the candidate, endorsed by the supervisor. This request can be submitted together with the thesis.
5. If the research phase is carried out externally (at the FAU outside the Department of Physics; at another University; at a research institute; in a company), the supervisor declares with his/her signature to accept the academic and scientific responsibility and to agree acting as the primary reviewer. Supervisor and candidate confirm that they have taken note of the [Leaflet on supervising and carrying out "external" Bachelor's, Master's and PhD theses \(in German\)](#).
6. The title page of the Master's thesis has to be designed according to the template on the following page (cf. Section 35(6), sentence 4 of the examination regulations). The choice of fonts, font sizes, vertical distances and the size of the University seal is free. A further logo (e.g. of the institute) can be used in addition, but must not exceed the FAU seal in size. The text elements (except the bibliographic code) and the seal must be horizontally centred. The information must be complete and given in the order indicated. Specifying institute and/or chair and a bibliographic code (e.g. a report number) is optional. Information in angle brackets has to be filled in. The title page does not carry a page number. It is in English language; in case of a Master's thesis in German the title is given in German, the rest of the page in English. Attention: The use of the University seal is restricted to very few purposes, amongst them title pages of academic theses.
7. The thesis must contain a declaration signed by the candidate that he/she has written the thesis by him/herself and no sources or aids other than those quoted in the thesis have been used.
8. If the last allowed submission date (exactly 6 calendar months after the registration date) is not a regular working day (weekend, public holiday, university closure period), the thesis can still be submitted at the first subsequent regular working day.
9. Thesis submission: (1) The candidate submits a bound copy and an electronic, machine-readable version (PDF file on CD or DVD) of the thesis to the physics group library and obtains a corresponding confirmation in writing. He or she signs a statement confirming that the printed and electronic versions are identical; this statement will be archived by the library. (2) A further bound copy and a further CD/DVD with the PDF file is submitted to the supervisor, who confirms the receipt of the thesis on a copy of the registration form. With this step the candidate's obligations according to Section 35 (6) of the examination regulations are fulfilled. It is the candidate's responsibility to secure that the supervisor's and the library's confirmation, a copy of the title page, and possibly the request for a Master's thesis in German language are duly sent to the Examination Office. In case the supervisor is unavailable at the submission date (ill, travelling, untraceable), step (2) must be performed in the Examination Office or with a member of the Examination Committee. Submission in the library and the Examination Office is only possible during the respective opening hours.
10. An extension of the 6-month period between registration and submission of the Master's thesis is possible in case of illness (verified by a medical certificate) for the duration of the illness and for other reasons beyond the responsibility of the candidate for up to three months. A corresponding request must be addressed to the chair of the Examination Committee as early as possible. Except in the case of illness, this request must contain a sound justification and an (endorsing) comment by the supervisor. A corresponding form can be found under <http://www.physik.uni-erlangen.de/studium/bachelor-und-masterarbeiten.shtml>.
11. The thesis is normally assessed through a report of the supervisor, which is to be produced within 4 weeks after submission and can be counter-signed by the second reviewer. In case both reviewers come to different conclusions on the grade, two separate reviews have to be filed. In this case, Section 35 (7) in conjunction with Section 29 (9-10) of the examination regulations are relevant.

<optional: bibliographic code, e.g. report number>

<Title>

Master's Thesis in Materials Physics

Presented by

<Name>

<Submission date>

<optional: Institute or chair>

Friedrich-Alexander-Universität Erlangen-Nürnberg



Supervisor: <Title and name>

<If external: Carried out at ...>

Relevant extracts from the [Examination Regulations for the Bachelor's and Master's Degree Programme Materials Physics](#): (Note: This is from the translation of the examination regulations as of 16.10.2014. Legally binding is the corresponding German version.)

Section 35: Research Phase and Master's Thesis

- (1) The Master's thesis is an examination paper that concludes the Master's degree. The Master's thesis is supposed to show that the student is capable of dealing with a problem from the field of materials physics independently, with scientific methods and within a set period. The Master's thesis may not to any significant degree be identical to a previously submitted Diplom, Bachelor's or Master's thesis, or dissertation. Students are awarded 25 ECTS credits for the Master's thesis. The work on the Master's thesis is preceded by three months of subject specialisation and three months of project planning that prepare the student on the subject of the thesis. Subject specialisation, project planning, Master's thesis and Master's colloquium together make up the year-long research phase.
- (2) Students shall ensure that they are allocated a project for the research phase in time to observe the deadlines set forth in Section 7. Should a student, despite a genuine effort to that end, not be allocated a subject, the chairperson of the Examinations Committee shall allocate a subject and a supervisor to the student upon request.
- (3) The supervisor shall be a university lecturer employed in the Physics degree programme at the University of Erlangen-Nürnberg as their main occupation. The Examinations Committee shall have the right to grant and regulate exceptions particularly for university lecturers who represent the non-physics elective subject of the degree programme.
- (4) After successfully completing the subject specialisation and project planning stages, students shall be allocated a subject for their Master's thesis. The subject and the date of its allocation shall be confirmed by the supervisor and presented to the Examinations Committee. The time between the selection of a subject and the submission of the Master's thesis shall not exceed six months; the scope of the subject must be such that it can be dealt with within this period. The period for the Master's thesis may be extended by way of exception by a maximum of three months upon justified request. Section 29 (4)(4) and (4)(5) shall apply accordingly.
- (5) The subject may only be returned once and with good reason and with the approval of the chairperson of the Examinations Committee. Otherwise the Master's thesis shall be graded 'nicht ausreichend (unsatisfactory; 5.0) when the subject is returned; it shall be regarded as rejected.
- (6) The Master's thesis may be written in German on the student's request and with the supervisor's approval. The chairperson of the Examinations Committee shall decide whether to grant the student's request. The Master's thesis shall contain a summary of results at the end. The design of the title page shall follow the template provided by the Examinations Committee. The Master's thesis shall include a declaration by the student confirming that the thesis is an original work and that no other sources or materials than the ones listed were used. One bound copy and one electronic copy each shall be submitted to the supervisor and the library of the Department of Physics ("Gruppenbibliothek Physik"); confirmations of these submissions including the submission date and a copy of the title page shall be submitted to the Examinations Office. If the Master's thesis is not submitted in time, it shall be graded 'nicht ausreichend' (unsatisfactory; 5.0); it shall be regarded as rejected.
- (7) Section 29 (8 to 10) shall apply accordingly.
- (8) If the Master's thesis is rejected or if it is regarded as rejected, it may be repeated once; a second repetition shall not be permitted. The student shall ensure that they receive a new subject for the repetition of the Master's thesis within two months following the announcement of the rejection; otherwise the Master's thesis shall be regarded as having been failed for good; Paragraph 2 (2) shall apply accordingly. Paragraphs 4–7 shall apply accordingly for the repetition of the Master's thesis; returning the subject shall not be permitted.
- (9) Provisions that deviate from Paragraph 1–8 may be agreed upon within the framework of dual degree agreements or degree programme co-operations.

Section 29: Bachelor's Thesis (relevant paragraphs)

- (4) (4 and 5): If a student submits a doctor's certificate proving that they are incapable of working on the thesis, the period for thesis work shall be held in abeyance. Upon the student's written request and with the supervisor's agreement, the chairperson of the Examinations Committee may interrupt the period for thesis work if other valid reasons beyond the student's control are given.
- (8) The thesis shall be evaluated by two examiners within four weeks of submission. The person who allocated the subject shall generally be the first reviewer. If the supervisor of the thesis is not a member of the Department of Physics, the second reviewer shall be a member of the Department of Physics.
- (9) The thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient) from both reviewers. It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory) from both reviewers. If a reviewer grades the thesis as 'nicht ausreichend' (unsatisfactory) and the other reviewer grades it at least as 'ausreichend' (sufficient), the Examinations Committee shall effect a third review and grading by an examiner according to Section 9. If the third grade is also 'nicht ausreichend' (unsatisfactory), this shall be the grade the thesis receives; otherwise the grade shall be the lower of the two grades that are at least 'ausreichend' (sufficient).
- (10) If the thesis has been accepted according to Section 9 (1) and if the evaluations of the two reviewers are no more than two numerical grades apart, the grade of the thesis shall be the arithmetic average of the grades from the two reviewers; two decimal places shall be shown in the final thesis grade. If the grades of the two reviewers are three or more numerical grades apart, the chairperson of the Examinations Committee shall appoint a third reviewer; in this case the Examinations Committee shall determine the grade in consideration of the reviews it received and according to Section 20 (1), or as the average grade from the reviewers' grades; Sentence 1 shall apply accordingly.