

Master Study Program Medical Microtechnology

Information on Preparation of a Master Thesis

for students of the international Master Program Medical Microtechnology
of the Technische Hochschule Lübeck, the Universität zu Lübeck and
the University of Southern Denmark

1st Topic of the Master Thesis

- (1) The topic of the Master Thesis can be supervised by any professor, assistant professor or any lecturer who is employed at the Technische Hochschule Lübeck, the Universität zu Lübeck or the University of Southern Denmark, as long as he or she is involved in research or teaching in the area of medical technology or micro technology.
- (2) In case the student writes his/her Master Thesis externally in a company or another university, the student has to find an academic supervisor at one of the three universities involved, who will be first examiner. (See 1) The Student has to reconcile with her/him about the topic, the schedule and the content of the thesis/project. During the work student and examiner have to decide on the co-examiner. Both examiners will mark the written thesis and the final oral examination/colloquium.
- (3) The master's candidate should be given the opportunity to suggest topics for the thesis.
- (4) The Master Thesis project can be executed at one of the three universities, other universities as well as other research institutes or companies in any country. (See 2)

2nd Proposal and approval of Master Thesis

- (1) The student must submit a proposal of the Master Thesis properly to the examination committee which decides about approval. The topic, author, supervisor, starting date and deadline of the Master Thesis and the address of the author, while working on the thesis, have to be filled out in the proposal form. The form is available in the secretary's office, Secretariat AN, building 13, or can be downloaded from the homepage www.mmt-master.de. The proposal has to be handed in at the Secretariat AN personally or via email. It will then be passed on to the Chairman of the committee for final approval.
- (2) Prerequisites for writing the Master Thesis are that students are in at least the third semester and earned all credits of the first semester and at least 20 credits of the second semester. Admission to

the final colloquium requires the proof of all A and B achievement certificates in accordance with the standard study plan.

(3) The student will be informed in written form (email to the TH email-account) whether her/his proposal of the Master Thesis has been accepted and whether her/his topic has been approved.

3rd Master Thesis time allowance

(1) The regular time allowance given to complete the Master Thesis is six months. The “starting date” has to be stated in the official registration of the Master Thesis. **The “deadline” which is filled out in the registration form is binding.** Two hard bound copies of the Master Thesis and the relevant forms (see below) must be submitted to the secretary’s office, Secretariat AN, building 13. Alternatively, the work and the forms can be posted to the following address, postmarked no later than the deadline:

Technische Hochschule Lübeck
Dekanat Angewandte Naturwissenschaften
Mönkhofer Weg 239
23562 Lübeck

A submission without the forms is not valid.

4th Extension of the deadline

(1) In an individual case the Examination Committee can extend the working time in response to the justified application of the candidate as an exception. An extension of the Master Thesis period is only possible with an application in written form to the head of the Examination Committee in time before the deadline ends. Reasons for an extension have to be beyond the responsibility and control of the student, e.g. late delivery of necessary tools for the work and other serious reasons.

5th Return of the topic

(1) The topic can only be returned once and only within the first two months of the time allowance given. A new topic must be approved by submitting a new proposal.

(2) In case a topic is returned later than two months, the thesis will be graded as “failed”

6th Formatting the Master Thesis

(1) The candidate should consult and reach an agreement with the supervisor concerning the format of the thesis, e.g. the placement and layout of figures, photographs, graphs, type specifications and the method of binding the work.

7th Documentation and citation of sources

(1) Direct quotations or paraphrases have to be identified as such. Concerning citation there are two different possibilities: a footnote should be used for the source citation, whereas a superscript number in the text refers to a footnote on the same page. The other possibility is citation by number: sequential superscripts in the text refer to a numbered list of references on a separate page in the attachment; in that list the page number is included.

(2) When a text is cited for the first time, the following information is necessary:

- First and last names of the author, main and secondary titles of the book, issue number, place and date of publishing, volume number (if applicable), page number
- For periodicals the following should be included: First and last names of the author, title of the article, usual abbreviation of the periodical, number and year, page number.
- For information from the internet, the name of the institution or author of the text and the complete link should be listed. The time of access (day, month and year) should also be given.

8th Declaration for Master Thesis

(1) Together with the two hard bound copies the declaration for the Master Thesis has to be submitted. With this declaration the candidate warrants that the thesis is her/his original work, that only cited sources have been used and whether she/he agrees to a publication or distribution of her/his work. The declaration form is available in the secretary's office AN ("Angewandte Naturwissenschaften"), building 13, or may be downloaded from the webpage www.mmt-master.de.

9th Summary of the Master Thesis

(1) A summary of the thesis with a length of approx. one DIN A4 page also has to be included with the two hard bound copies. Also for those Master Theses with publishing restrictions, a separate publishable summary has to be provided.

10th Format and layout

(1) The Master Thesis should be submitted bound with a reinforced front and back cover in size DIN A4. A hardback binding (books) or spiral binding is possible. The following pages and lists are essential to the work:

- Title page
- Summary
- Table of Contents

- Details of Sources

Additional content can be, if necessary, the following:

- List of Figures
- List of Tables
- Attachments

An example/format for a title page is available in the secretary's office, Secretariat AN, building 13 or can be downloaded from the homepage www.mmt-master.de. Page numbers must be shown in the thesis.

11th Repeating the Master Thesis

(1) If the Master Thesis was graded "failed", e.g. due to insufficient achievements, the thesis can be repeated once. In order to do this a proposal of a Master Thesis must be submitted again.

12th Registration for final oral examination

(1) Admission to the final oral exam (colloquium) requires the proof of all A and B achievement certificates in accordance with the standard study plan.

13th Final oral examination

(1) As part of the Master Thesis the final oral exam (colloquium) will be conducted by two examiners on the subject of the master's thesis and the contents of the study. Both of the examiners must be members of one of three universities involved. They might take the grading of a potential external supervisor into account for the grading of the thesis. The final colloquium will last at most 60 minutes. The presentation of the Master Thesis is part of the colloquium and should last at most 15 minutes.