

Examination Office

## Information Guide: Master's thesis

### Medical Life Sciences

Please read this guide and the procedural notes on the Master's thesis application form through carefully prior to registering for your Master's Thesis.

#### Master's thesis application

Students can be admitted to the Master's thesis if they have gained at least 79 ECTS by passing module exams in compulsory and elective-compulsory modules or if they have passed the exams which lead to their award. The credit points comprise the credit points awarded for all modules of the first three semesters excluding the module "Focus area II". For the focus area II module, the written project thesis has to be submitted and confirmed to be "passed" by the reviewers before the student can register for the Master's thesis.

Please check carefully whether you fulfill the requirements to do a Master's thesis prior to submitting the application (c. General Examination Regulations of Kiel University/ Prüfungsverfahrensordnung CAU Kiel, Special Examination Regulations Medical Life Sciences/ Fachprüfungsordnung Medical Life Sciences).

Before an application can be submitted, the suggested topic of your thesis has to be approved by the programme committee of Medical Life Sciences. Inform the coordination office via email ([masterstudiengang2010@ikmb.uni-kiel.de](mailto:masterstudiengang2010@ikmb.uni-kiel.de)) or in person of the suggested topic and the two supervisors as soon as everything is definite. The supervisors for your Master's thesis must not be members of the same lab/research group. The coordination office will request feedback concerning the suggested topic from the programme committee. As soon as this procedure is complete and approval achieved, the examination board and the applicant will be informed by the coordination office about this. The coordination office may also inform the examination office. Please calculate approximately 2 weeks for this. Should approval be denied, reasons will be provided; a change of topic or clarification by the supervisors would be necessary before submitting the suggested topic for approval again.

To apply for writing a Master's thesis, please submit your "Application for the Approval to Undertake a Master's Thesis" in person to Ms. Senkbeil or Ms. Ruhberg during the opening hours of the examination office after the topic has been approved by the commission.

#### Topic withdrawal

Should you decide that your thesis topic is for whatever reason not suitable after officially submitting your thesis application, you can withdraw it within the first six weeks of the completion time. In this case, the Master's thesis is considered as not having been registered at all. You can withdraw a registered Master's thesis topic only once.

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### **Completion time**

After the thesis application has been officially submitted and registered, you have exactly 6 months to complete the thesis. Should you require an extension due to illness or other justifiable reasons, talk to your supervisors and discuss if a prolongation of your thesis work can be considered. The first supervisor has to support your proposal for prolongation with his/her signature under your written explanation why a prolongation needs to be applied for.

You are required to inform the examination office in writing, providing supporting documents to substantiate your request (see form "Verlängerungsantrag Abschlussarbeit"). Should these supporting documents be accepted, the completion time will be extended. The maximum extension time for a Master's thesis in Medical Life Sciences is 3 months.

### **Scope of the Master's thesis**

The scope of a Master's thesis is set for thesis completion within the regular completion time of 6 months. Please ensure that the thesis is submitted in good time. A significantly earlier submission is not possible, nor is it advisable.

### **Change of title**

Should the thesis title (as given in the "Application for the Approval to Undertake a Master's Thesis") need to be changed during the completion of your Master's thesis (e.g. in case of minor adjustments in the experiment), please have the first reviewer provide a written justification for the change of the title to the examination office prior to submission of your thesis. You are responsible for the correct and timely information of the examination office in that case.

Note that a change of title due to a change of topic or in content is not possible and would instead be a 'topic withdrawal' (see above).

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**Formal requirements for a Master's thesis**

A Master's thesis must be submitted to the examination office of the Faculty of Agricultural and Nutritional Sciences as two bound paper copies as well as in data-file format saved on CD. The official seal of the university or the faculty must not be used.

Master's Thesis Title Page Specifications	Last Page of the Master's Thesis
<p>Master's Thesis Medical Life Sciences</p> <p>&gt;Subject of Master's Thesis&lt;</p> <p>by First Name, Last Name</p> <p>First Reviewer: Title, First Name, Last Name Second Reviewer: Title, First Name, Last Name</p> <p>Department     XY Faculty of Medicine Kiel University</p>	<p><b>Declaration</b></p> <p>Herewith I declare that this thesis has been completed independently and unaided and that no other sources other than the ones given here have been used.</p> <p>The submitted written version of this work is the same as the one electronically saved and submitted on CD.</p> <p>Furthermore, I declare that this work has never been submitted at any other time and anywhere else as a final thesis.</p> <p>Date, Signature</p>

The declaration on the last page must contain the exact wording as above. All other requirements (margin, spacing, citations, etc.) should be discussed with the First Reviewer of your Master's Thesis.

**Master's thesis submission**

The date for the submission of your thesis is given when you apply for your Master's thesis or, in the case of an approved extension, via the student online system. It is binding. At the very latest, your thesis must be submitted to the examination office on this date and, if possible, in person. A postmark will also serve as confirmation that the Master's thesis was submitted in time.

**Master's thesis evaluation**

Your Master's thesis will be forwarded to the two reviewers named on your thesis application. You can view the evaluation of your work via the student online system.