

Procedure of the documentation of the Master's Thesis in Course MME-EPS, batch 2015

Ask for the Master's Thesis Registration and Documentation Form (2 pages, reduced to one, see attachment) "Meldung zur Masterarbeit PO 2015" from Ms. Souria El Aissati at ZPA.

1. Fill in the first part (see attachment yellow field).
2. Your formal admission requirements like minimum ECTS will be checked and confirmed (see attachment orange field).
3. Hand the documentation sheet to your first supervisor (1. Prüfer) at RWTH or MSM and let them fill in the form (2nd page) (see attachment green field) in English.
4. The supervisor has to pass the two documentation sheets onto the chair of the Examination Board for MME-EPS, Prof. Moser (IAEW), who has to confirm and sign that the topic of your Master's thesis is course-related (see attachment blue field). ZPA will take the date of his signature as the registration date. The submission date is 6 months from the registration date.
The registration date is the official starting point of your Master's thesis.
5. Prof. Moser then forwards the document to ZPA who publish the registration and submission date (this process takes around 2 weeks, keep checking CAMPUS!) (see attachment grey field). ZPA sends a copy of the document with the registration and submission date to the internal supervisor.
6. You have to submit your Master's thesis (hard copies) to your supervisor. He informs ZPA about your submission date and they fill in the documentation sheet (grey field).
7. The original documentation sheet is kept at ZPA until the (internal) supervisor requests it to fill in the final grade (after marking your written Master's thesis and the defense) (see attachment light green field) and
 - a) if *Master's thesis is written in faculty 8, RWTH or in MSM*: the first supervisor requests the grade and signature from the second supervisor.
 - b) if *Master's thesis is written in faculty 6*: the first supervisor requests the grade and signature from Prof. Moser who will normally be the second supervisor.
8. After completing the documentation form, it will be submitted to ZPA who will publish the grades on your transcript of records (see attachment completing grey field).

If you would like to write your Master's thesis externally, you would first have to find a professor among your course lecturers at RWTH or MSM who is willing to supervise your thesis internally as a first supervisor and you have to find a second supervisor as well. Then you would have to apply for a Master's thesis written externally at the Examination Board for MME-EPS. Your internal supervisor will usually write the request explaining why you need to write your thesis externally (see attachment light blue field)

If you have any queries, please contact:

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