



Master's Thesis Guidelines

Students in Entrepreneurship and Innovation Management
Students in Logistics and Supply Chain Management (M.Sc.)

Department of Law and Economics | Office for Student Affairs

1. Registration

Registration

All exams must be registered in TUCaN. This also applies to the master's thesis. After the form is received, the registration is recorded by the Office for Student Affairs and the submission date (examination date) is filed in TUCaN. The **☞ registration form** must be

- ✓ correctly and completely filled in,
- ✓ signed by the student,
- ✓ signed by the examiners,
- ✓ stamped by the respective research group,
- ✓ and submitted within a week,
- ✓ by the research group to the Office for Student Affairs.

☞ **Registration form for the master's thesis:** The prerequisite for registering for the master's thesis is enrolment in one of the master's degree programmes Entrepreneurship and Innovation Management/Logistics and Supply Chain Management. (Form download: www.wi.tu-darmstadt.de -> Studying at the Department -> Downloads)

2. Topic Assignment

Topic/Language

☞ Registration form: Topic Assignment

The master's thesis must be written in English. There are restrictions regarding the permitted supervisors and topics that are to be observed accordingly.

Entrepreneurship and Innovation Management

- The topic of the master's thesis is assigned by the Entrepreneurship research group, the Technology and Innovation Management research group or the Marketing and Human Resources research group at the Department of Law and Economics.

Logistics and Supply Chain Management

- The topic of the master's thesis is assigned by one of the following research groups at the Department of Law and Economics: Management and Logistics; Production and Supply Chain Management; or Management Science and Operations Research.

Upon ☞ application and with the consent of the chairperson of the Examination Board the master's thesis may be written in another research group of the Department of Law and Economics or another department of TU Darmstadt. Approval is dependent on the topic.

The topic can be formulated or otherwise entered as a working title. The final title of the thesis must first be entered on the ☞ submission form.

External Work/ Application

The master's thesis may be carried out at an institution outside the university (national / international). The prerequisite for this is that the supervision and assessment has been confirmed by a member of the group of professors at the Department of Law and Economics or the technical department.

Before registering, a separate application must be submitted (www.wi.tu-darmstadt.de -> Studying at the Department -> Download) and the approval of the Chairperson of the Examination Board must be obtained.

3. Thesis Processing Time

	➔ Registration form: Topic Assignment
Thesis Processing Timeframe	The processing timeframe for the master's thesis is 26 weeks (PO 2020/workload 900 hours). The date of issue and the date of submission (examination date) must be entered and thus put on record (see 1. Registration).
Withdrawal	Withdrawal from the given topic of the thesis is possible within the first half of the processing timeframe without giving a reason.
Illness	In the event of illness, the processing time is extended by the attested time, up to a maximum of half the timeframe. In the event of illness, the student must submit a medical certificate confirming the days they were unable to work on their examination (thesis). The student will then receive a response and the submission date will be changed in TU-CaN.
Extension	An extension of the processing timeframe is possible by submitting an application stating the reason to the Examination Board. The supervisor acknowledges and agrees to the application with their signature/stamp (for written applications) or by email to the Office for Student Affairs.

4. Examiner/Supervision/Assessment

	➔ Registration form: Supervision/Assessment
Examiner/ Supervisor/ 1st Reviewer	The issuing of the topic (see 2.) and the supervision is carried out by full-time professors of TU Darmstadt in accordance with §23 (4) of the implementation regulations. In addition, honorary professors, adjunct professors, private lecturers, or postdoctoral researchers can be entrusted with an additional teaching appointment to supervise and evaluate theses.
Examiner/ 2nd Reviewer	Examiners/2nd reviewers can be any authorised examiners according to §26 (2) APB who have an equivalent qualification. These include full-time professors, honorary professors, adjunct professors, private lecturers, research assistants and, if applicable, other teachers.

5. Submission

➔ Submission form: Title/Deadline/Declaration of Independent Work

If the thesis is not submitted in full (print and electronic version) by the submission deadline, it will be graded as "insufficient" (5,0) (§27 (6) APB). The declaration of independent work for the master's thesis must be signed and attached to the printed copies as well as the uploaded electronic master's thesis.

NOTE: Altered submission process under corona conditions (winter semester 2021/22)

NOTE: Until further notice, no print copies are to be submitted; instead, theses are only to be submitted electronically. Therefore, there is no need to hand in a copy at the Office for Student Affairs. Print copies will not need to be provided later. During the deadline (on the date of submission), the following submission processes apply to all students in the Department of Law and Economics:

- (1) TUbama: Submission of the electronic version in TUbama
- (2) Office for Student Affairs: Send the submission ➔ form to the Office for Student Affairs
(at: www.wi.tu-darmstadt.de -> Studying at the Department -> download area)
- (3) Supervisor: Send the identical electronic version to the research group.

Submission Steps: “Corona”

- (1) TUBama
Archiving

The electronic version of the master's thesis must be uploaded to TUBama on time. It is recommended that you try this out with a test upload before the actual deadline. The Office for Student Affairs automatically receives the submission information.
- (2) 🔄 Submission form
Recording in TUCaN

Parallel to your submission (1) and (3), send the signed and scanned submission form to the Office for Student Affairs by email. The submission form contains a declaration of independent work, so that it must no longer be sent separately.
- (3) Electronic version
Correction/Evaluation

The student sends the identical electronic version of the master's thesis to the research group at the same time they submit it to TUBama. Please coordinate well in advance with the research group to determine which email address should be used for submission.

After the advisor in the Office for Student Affairs has confirmed receipt of the electronic version by email, the status will change as follows: TUBama: "in visual inspection" to "archived" and TUCaN: "submitted". This means that the submission is approved for evaluation.

Submission according to the General Examination Regulations (APB) "Regular Operation" (suspended until further notice)

Submission process for students at the Department of Law and Economics:

- (1) Office for Student Affairs: Submit two written copies and the submission form to the Office for Student Affairs
- (2) TUBama: Submission of the identical electronic version in TUBama
- (3) Supervisor: When the Office for Student Affairs sends the print copies to the research group, the submission has been approved for evaluation

Submission Steps "Regular Operation"

- (1) Print copies +
🔄 Submission form
Recording at the Office for Student Affairs/TUCaN

Both print copies must be submitted together with the submission form, on time, at latest on the submission date, within the service hours of the Office for Student Affairs.

If the submission date is outside the office hours of the Office for Student Affairs, printed copies may be handed in at the gate of the old main building (S1 | 03/main entrance at Hochschulstraße 1). When handing in at the gate, the printed copies must be submitted in an addressed envelope.

The printed submission form is filled out and handed in to the Office for Student Affairs with the student's signature.
- (2) TUBama
Archiving

The identical electronic version of the master's thesis must be uploaded to TUBama on the submission date. It is recommended to try a test upload before the deadline.

The Office for Student Affairs checks the consistency of the electronic version and the printed version. The status is then changed as follows: TUBama: from “under visual inspection” to “archived”; TUCaN: "submitted".
- (3) Supervisor
Correction and Evaluation

The Office for Student Affairs will send the printed copies to the supervisor. This means that the submission is approved for evaluation.

6. Evaluation

The two examiners assess the master's thesis on the assessment forms and by means of a written report. The research groups send the written reports and the assessment forms to the Office for Student Affairs. From there, the grade is posted in TUCaN.