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

➲ Registration form: Topic Assignment

Topic/Language

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

The candidates can return the assigned topic once without justification until half of the scheduled completion time has passed, but at the latest within eight weeks, without this being regarded as an examination attempt.

Illness

In the event of illness, a doctor's certificate (Certificate of incapacity for work) must be submitted immediately to the Office for Student Affairs which confirms the inability to take the exam and certifies that the student cannot work on the thesis for health reasons. The extension is granted for the proven period of inability to take the exam, up to a maximum of half of the timeframe.

Extension

In duly substantiated cases, the submission deadline can be extended by the Examination Board by 50% of the total timeframe, but no more than 13 weeks (if timeframe is 26 weeks). Justifications for the extension are events for which the student is not responsible.

In the case of technical or subject-related reasons, the student submits an application in which he/she explains the reasons for the delay in a comprehensible manner and provides supporting documents. In a separate letter, the examiner/first reviewer comments on this request and approves it (or not). Both letters have to be signed personally.

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 electronic version by the submission deadline, it will be graded as “insufficient” (5,0) (§27 (6) APB).

The statement that the thesis is the candidate’s own work must be submitted with signature in electronic format and integrated in the thesis. An additional signed copy of the statement is filed with the examination documents.

According to § 23 (7) APB final theses must be submitted in searchable electronic format with the statement according to § 22 (7). The examiners can require a printable and searchable electronic version of all other written works prepared by the candidate without supervision. Examiners are entitled to produce a paper copy for correction (§ 22 (8) APB).

In due time (day of submission) the following submission process must be executed in parallel (1) – (3) by the students at 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 on Departement Law and Economics

(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. (www.wi.tu-darmstadt.de->Studieren am Fachbereich->Downloadbereich)
(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.
(4) Supervisor	Supervisor confirms receipt of the electronic version by email to the Office for Student Affairs. After the supervisor has confirmed receipt of the electronic version, the status will change as follows: TUbama: "in visual inspection" to "archived" and TUCaN: "submitted". This means that the submission is approved for evaluation.

6. Evaluation

The thesis must be assessed in writing by the person authorised to examine pursuant to § 26 (1) and (2) in view of the vote of another examining or assessing person.

A repeated thesis shall be assessed by two examiners; the grade shall be determined in accordance with § 26 (1).

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.