

Guide to the Master's thesis and Master's examination

As part of the Master's examination, all students must complete a Master's thesis.

Where can the Master's thesis be written?

The Master's thesis can be supervised by any **qualified examiner** from the **schools** of the Technical University of Munich **involved** in the degree programme (§ 46 (1) sentence 2 FPSO). Qualified examiners are:

- University lecturers (Art. 2 para. 3 sentence 1 BayHSchPG) (professors, junior professors, honorary professors, private lecturers, adjunct professors) as well as professors who have been released from their duties, retired professors, without further conditions
- Habilitants, lecturers and teachers for special tasks, if they have taught the examination subject independently at a university for at least one year, as well as persons experienced in professional practice and training, provided that they have a degree from a university or an academic degree programme of at least four years at an equivalent college of higher education and have at least four years of professional experience.
 - The schools involved in the M.Sc. IBT programme are:
 - TUM School of Engineering and Design
 - TUM School of Life Sciences
 - TUM School of Natural Sciences
 - Straubing Campus for Biotechnology and Sustainability
 - The schools involved in the M.Sc. HFE programme are:
 - TUM School of Engineering and Design
 - TUM School of Medicine and Health
 - TUM School of Computation, Information and Technology
 - The schools involved in the M.Sc. MS&E programme are:
 - TUM School of Engineering and Design
 - TUM School of Natural Sciences
 - TUM School of Computation, Information and Technology

The Master's thesis " may be prepared at an institution **other than the university** provided that it can be supervised by an examiner from one of the TUM schools involved in the degree programme" (§ 18 (4) APSO in conjunction with § 46 (2) FPSO). The authorization is granted by the chairperson of the IBT, HFE or MS&E examination board.

When should the Master's thesis be started?

- Recommendation: after successfully completing all module examinations (90 ECTS)
- At the earliest after achieving at least 60 ECTS

Master's thesis registration:

The entire administrative process takes place in the ED portal at <https://portal.ed.tum.de/en/>. There you can clearly view all the information on the theses registered for you and submit your written thesis digitally by uploading it.

In brief, a thesis (Bachelor's or Master's thesis) is organised as follows:

1. You look for a chair that will supervise your thesis and agree on a topic for the thesis.
2. The supervising chair registers your thesis in the ED portal.
3. You will receive an e-mail about the registration with a link to the ED portal and must confirm the registration there.
4. The School Office checks the registration of the thesis in consultation with the Examination Board and you will receive approval or rejection by e-mail.
5. You upload the written thesis to the ED portal by the submission deadline at the latest and confirm the final submission.
6. Depending on your degree programme, you may still have to write an exposé and/or give a presentation on your thesis. You arrange the date for the presentation directly with the supervising chair.
7. The examiners will assess your thesis in the ED portal and you will be informed of the grade by email.

Processing time and extension of the processing time:

- The maximum processing time for the Master's thesis is 6 months.
- The submission date can be found in the ED portal.
- If you wish to return the topic of your thesis during the processing time or need to apply for an extension or suspension of the thesis, you can also do this via the ED portal. To do this, log in to the portal and select the corresponding option in the respective thesis.
- Returning the topic is only possible in the first third of the processing time.
- The processing time can be extended by a maximum of 3 months. This concerns circumstances for which you are not responsible and which prevented you from continuing work on your Master's thesis, e.g. because the laboratory room could not be used, the machine to be used was defective or similar.
- If you are unable to work on your thesis due to illness, the thesis will be on hold. During this time, you may not continue working on the thesis (otherwise it is an attempt to cheat).

Language: German or English (IBT and HFE); English (MS&E)

Further information:

- If the supervising chair requests printed copies, please submit them directly to the chair.
- Continuous enrolment up to and including the actual submission date at TUM in the Master's degree programme IBT, MS&E or HFE is required. A leave of absence during the preparation of the Master's thesis is not possible (exception: maternity leave and/or parental leave).

Passing and evaluation of the Master's examination:

The Master's examination is passed if all examinations to be taken as part of the Master's examination (module examinations and Master's thesis) have been passed by the end of the sixth semester at the latest and a credit balance of (at least) 120 credits has been achieved. The overall grade of the Master's examination is calculated as the average grade (weighted by credits) of the modules and the Master's thesis.

Degree and degree documents:

If the Master's thesis is your final achievement, you will automatically be contacted by the study office regarding the release of the final documents, which will be prepared by the TUM CST/Graduation Office and Academic Records (GO) at the Garching campus, which typically takes four to six weeks. You will be notified as soon as they are ready for collection or can be sent to you upon request. You can also have a degree certificate issued there immediately, which can serve as confirmation of your successful graduation.

Further information on the issue, collection, possible delivery by post of the final documents, etc. can be found on the pages of the TUM CST/Graduation Office and Academic Records (GO):

<https://www.tum.de/en/studies/graduation/documents>

Exmatrikulation:

Information on the time of exmatrikulation due to passing the final examination can be found here:

<https://www.tum.de/en/studies/graduation/disenrollment>