

Organizational aspects about the Master's Thesis:

Time issues

- Supposed to be completed in the 4th semester, at the very latest in the 6th semester.
- The examination modules shall be completed first (modules 1-15).
- From the start day on (to be entered in the [registration form](#)) you have **6 months** left (**get prepared before registering the thesis!**), the examiner has **2 months** to assess and grade your thesis.
- The registration form and the thesis itself need to be submitted to our examination officer [Helen Wermuth](#).
- If you should not be able to submit personally, you can send a **reasoned request for submission by post** to Ms. Wermuth. In this case the **date of the postmark** is equivalent to the submission date.
- You **need to be enrolled in order to submit the thesis**.
- The **date of the submission** (not the grading date) becomes your **graduation date** (providing that the Master's thesis is your final exam).
- You will be enrolled until the end of the respective semester. If you want to withdraw earlier (e.g. due to a working position), you need to [submit a request for exmatriculation](#).
- In case of sickness, the duration can be extended up to max. 3 months. In that case you need to submit an official medical certificate to the examination office (duration of an extension corresponds with the confirmed time of illness, the medical certificate needs to be submitted immediately upon issuance).

Examiner (Academic Supervisor) and Advisor

Academic supervisor: needs to be an **expert examiner of the TUM School of Education** whose academic status allows him to examine university exams that lead to graduation according to the "Hochschulprüfverordnung", usually those are

1. **Professors**,
2. Junior/Assistant Professors (Germ: **Habilitanden**), and
3. Research assistants (PhD, Postdocs) only in case there is no examiner according to 1 and 2 available AND who has teaching experience of at least one year in the respective subject (educational science, psychology...)

In case of any doubt whether a person is suitable, he or she shall check the [Hochschulprüfverordnung](#), or please contact the examination board.

Advisor:

- the academic supervisor her/himself
- **or the academic supervisor needs to approve the advisor** (by signing the registration form)
- can be a PhD (with only a Master's degree)
- can be member of another university (e.g. LMU)

Finding a topic

be self-organized and proactive:

- ask your lecturers or further members of our chairs at the TUM School of Education <http://www.edu.tum.de/en/about-us/professors/>
- watch out for TUM announcements even they're rare: https://portal.mytum.de/schwarzesbrett/diplomarbeiten/newsboard_view?
- Inform yourself about potential research projects outside of the TUM School of Education (e.g. LMU or even abroad). If you find an advisor who is connected with one of our professors, they might arrange an agreement according to the above mentioned regulations.

Formal requirements

Please take the time to inform yourself about **the formal requirements**

- by reading the announced information: <http://www.edu.tum.de/studium/studiengaenge/master-research-on-teaching-and-learning/masters-thesis/>
- including a checklist **Checklist for reviewing the Master's Thesis**