



Stamp of chair or institutel



Friedrich-Alexander-Universität
Erlangen-Nürnberg

- Original to Examination Office
- Copy for supervisor
- Copy for candidate

Frau Regine Maerker
Prüfungsamt – ZUV L6
Halbmondstr. 6-8
91054 Erlangen

Registration and confirmation of submission of a Master's thesis in Physics

The Master's thesis belongs to the one-year Research Phase of the M.Sc. study course in Physics, and is dedicated to one thematic unit together with the modules *subject specialisation (FO-1)* and *project planning (FO-2)* and with the *Master's colloquium*.

This form is required to register a Master's thesis. It must be filled in, signed by supervisor and candidate and sent to the Examination Office when the modules FO-1 and FO-2 have successfully been completed and the work on the Master's thesis commences. This same form is used later to confirm the submission of the thesis (see page 3). At registration of the thesis, the supervisor confirms with his/her signature that the candidate has successfully completed the modules FO-1 and FO-2.

The information given on pages 3-4 of this form is crucial for proper registration, completion and submission of the Master's thesis. By signing this form, supervisor and candidate confirm that they have fully read and understood this information.

At registration, the Examination Office receives the original of the completed form, the supervisor and the candidate receive one copy each. The submission will be confirmed on one of these copies (see overleaf), where the original is sent to the Examination Office and candidate and supervisor again receive one copy each.

1) Registration of a Master's thesis

Ms./Mrs./Mr. _____, student number _____,

has received on (date)^(*) _____ and under supervision of _____

the following topic for their Master's thesis (working title):

(*) The thesis must be submitted 6 calendar months after this date, the latest. An extension by a maximum of 3 months is possible only in exceptional cases and requires a written and properly justified request. In case of illness (documented by a medical certificate) the processing time is suspended for the duration of the illness. See page 3 for both cases.

- The thesis work will be performed **outside the Department of Physics of FAU** at _____, see page 3. Candidate and supervisor confirm to have taken note of the leaflet mentioned there.

- The candidate intends to write the thesis in German language. They were informed that this requires a justified request in writing, to be supported by the supervisor and to be endorsed by the chair of the Examination Board. A corresponding form is available on the [webpage Form Repository Bachelor and Master Thesis](#) of the Department of Physics.

The supervisor herewith confirms that the candidate has successfully completed the modules *subject specialisation* (FO-1, 15 ECTS, ungraded) and *project planning* (FO-2, 15 ECTS, ungraded).

_____, on _____
Place Date Supervisor Candidate

2) Confirmation of submission of the Master's thesis

In my capacity as supervisor I herewith confirm that the Master's thesis specified overleaf, including the signed declaration, was submitted to me on (date) _____. The title page complies with the specifications on pages 3-4 of this form.

The second reviewer for the thesis will be (*): _____.

(*) If the second reviewer has not yet been identified at the submission date, this field can be left empty.

As the candidate I confirm that the thesis, as submitted, is to be counted towards my M.Sc. degree and that I have taken note of the regulations for the submission process detailed on page 3, point 9.

- The thesis is written in German. The corresponding justified request, supported by the supervisor and endorsed by the chair of the Examination Board, has been submitted to the Examination Office or will be submitted together with this confirmation of submission.

_____, on _____
Place Date Supervisor Candidate

Provisions and procedures:

1. The rules for the research phase, and in particular for the Master's thesis, are laid down in the Examination Regulations. For students who started their Master's study course in Physics before the winter semester 2023/24, [version 20202](#) applies (§35), while for students having started in the winter semester 2023/24 or later, version [20232 \(in German\)](#) (§43) applies. For the latter, an English translation is expected to become available soon.
2. Authorised as supervisors of Master's theses in physics are all professors at the Department of Physics, and all scientists holding a habilitation ("Privatdozent:innen") at the Department of Physics.
3. Registration of the Master's thesis is due six months after the assignment of the topic for the research phase.
4. The final title of the Master's thesis can deviate from the working title in the registration form. Important note: The title given on the title page will be displayed in your degree certificate. After submission, no correction is possible.
5. The Master's thesis must generally be written in English. Writing it in German requires a corresponding, properly justified request in writing, supported by the supervisor and approved by the chair of the Examination Board. The approved request has to be submitted to the Examination Office latest together with this submission confirmation.
6. If the research phase is carried out externally (at the FAU outside the Department of Physics; at another University; at a research institute; in a company), the supervisor declares with their signature to accept the academic and scientific responsibility and to agree acting as the primary reviewer. Supervisor and candidate confirm that they have taken note of the *Leaflet on supervising and carrying out "external" Bachelor's, Master's and PhD theses* (in German) available [here](#).
7. The title page of the Master's thesis has to be designed according to the template on the following page. The choice of fonts, font sizes, vertical distances and the size of the University seal is free. A further logo (e.g. of the institute) can be used in addition, but must be smaller than the FAU seal. The text elements (except the bibliographic code) and the seal must be horizontally centred. The information must be complete and given in the order indicated. Specifying institute and/or chair and a bibliographic code (e.g. a report number) is optional. Information in angle brackets has to be filled in. The title page does not carry a page number. It is in English language; in case of a Master's thesis in German the title is given in German, the rest of the page in English. Attention: The use of the University seal is restricted to very few purposes, amongst them are title pages of academic theses.
8. The print version of the thesis must contain a declaration signed by the candidate that they have written the thesis by themselves and no sources or aids other than those quoted in the thesis have been used.
9. The thesis must be submitted 6 calendar months after the registration date, the latest. If the last allowed submission date is not a regular working day (weekend, public holiday, university closure period), the thesis can still be submitted at the first subsequent regular working day. For the submission, the following rules apply (the required forms are found [here](#) and are to be filled in electronically by the candidate before printing):
 - a. The candidate completes the form on *Submission to the library*, confirms by signature that the printed and electronic versions of the thesis are identical, and prints **two copies** of the form for collecting the remaining signatures. After step (b), one of these copies will remain in the library.
 - b. The candidate submits a bound copy and an electronic, machine-readable version (PDF file on USB stick [can be recollected a few days later], CD or DVD) of the thesis to the physics group library. Alternatively, the electronic version can be submitted to the chair of the Examination Board by making it available by email, FAUBox etc.; this option is intended for cases when the candidate cannot be present in person at the submission date. Submission of the printed version (library) and of the electronic version (library or chair of Examination Board), respectively, are confirmed with date and signature on the form of point (a).
 - c. The supervisor receives a copy of the thesis in a format to be agreed between them and the candidate. The date of submission is confirmed by signature on page 2 of this form. In case the supervisor is unavailable at the submission date (ill, traveling, untraceable) the submission can be to and confirmed by a correspondingly mandated staff member; the Examination Office; a member of the Examination Board.
 - d. Attention: Submission in library or Examination Office is only possible during the respective opening hours.
 - e. If the electronic version is submitted to the library, the later of the two dates of the signatures of library and supervisor is considered as submission date. If the electronic version is submitted to the chair of the Examination Board, the corresponding date will be the submission date. In this case, submission of the printed version to the library and of the thesis to the supervisor must be done in a timely manner; only then the Master's thesis is considered submitted.
 - f. It is the candidate's responsibility to secure that the confirmations of steps (b) and (c), and possibly the approved request for a Master's thesis in German language, are duly submitted to the Examination Office.
10. An extension of the 6-month period between registration and submission of the Master's thesis is possible in case of illness (verified by a medical certificate) for the duration of the illness, and for other reasons beyond the responsibility of the candidate for up to three months. A corresponding request must be addressed to the chair of the Examination Board as early as possible. Except in the case of illness, this request must contain a sound justification and an (endorsing) comment by the supervisor. A corresponding form can be found [here](#).

<optional: bibliographic code>

<Title of Master's Thesis>

Master's Thesis in Physics

by

<Name>

<Date of submission>

<optional: Institute or chair>

Friedrich-Alexander-Universität Erlangen-Nürnberg



Supervisor: <Title and name>

<If produced externally: Carried out at ...>