

## Application Form for Master's Thesis Admission for the Degree of Master of Science Chemistry

according to the examination rules of the chemistry study program for the degree of M. Sc. chemistry of the University of Siegen in its current form.

### Applicant

Student ID No.: \_\_\_\_\_

Last name: \_\_\_\_\_

Maiden name (if applicable): \_\_\_\_\_

First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_@student.uni-siegen.de

I hereby apply for the permission to start the work on my master's thesis. I confirm that the requirements for permission to begin my master's thesis are fulfilled in accordance with the examination regulations. I hereby apply to perform my thesis work under the supervision of

\_\_\_\_\_  
(Title, first name, last name)

I would like to start the thesis work on (start of the 6 months period): \_\_\_\_\_ (dd/mm/yyyy)

The following topic was agreed upon with the supervisor (tentative thesis title):

\_\_\_\_\_  
(City, date)

\_\_\_\_\_  
(Signature applicant)

### Important information for the applicant and the supervisor

**Thesis work:** According to § 16(6) of the examination regulation, the master's thesis must be completed within six months from the starting date of the work on the master's thesis. Please note also that the master's thesis should, at the latest, start four weeks after the last preceding modules in the program have been finished. The topic of the thesis may be changed once (upon request to the examination office) but only within two months after receipt of the initial topic. **External thesis work:** If a student is interested to perform the work outside of the university, she/he must discuss this with a faculty member in the Department of Chemistry and Biology **before contacting external institutions** and **secure formal support of a faculty member** to act as the first reviewer on the topic. **Thesis submission:** The student is required to submit three bound copies of the thesis, which should not exceed 70 pages (not including front matter and any appendices), to the examination office and to send one electronic version to pa@chemie.uni-

siegen.de. A template for the title page is available from the examination office. Also, upon submission of the thesis, the student needs to confirm and declare (included in the thesis) that the thesis was written independently with no sources or aids other than the ones documented and that citations were indicated as such. Please contact the examination office before submission, in case that the student or the supervisor decides that access to the thesis should be restricted (e.g. confidential research in industry). **Submission deadline:** If the student does not meet the submission deadline, the thesis will be graded as failed (no credit points). Under exceptional circumstances (sickness, instrumentation failure etc.) and upon approval by the examination board, the submission deadline may be extended by a maximum of two months. Deadline extension applications should be submitted to the examination office in writing no later than four weeks before the original submission deadline and need to be supported by the supervisor. **Plagiarism:** The Department expects their master course students to maintain the highest academic standards. As students have taken a number of courses including one on scientific writing, they are well aware that all work submitted must be their own and third-party work must be cited properly. Failure to do so will be sanctioned by the reviewers and/or the examination board. **Prior research:** Thesis work is an opportunity to demonstrate that you can work independently on a research project and in a limited amount of time. Please note that students cannot recycle research that was carried out prior to the starting date of the thesis (e.g. from research projects in the third semester). If students want to draw or expand upon their previous work for a small portion of their thesis, they must obtain permission of the research advisor and cite the work appropriately in the thesis. Failure to do so will be sanctioned by the reviewers and/or the examination board.

I hereby confirm that I have read and understood the above information.

\_\_\_\_\_  
(City, date)

\_\_\_\_\_  
(Signature applicant)

### Supervisor

I hereby agree to act as the research advisor and 1<sup>st</sup> examiner for the thesis topic mentioned above. I confirm that to my knowledge the applicant has not yet started her/his work on the thesis.

Proposed 2<sup>nd</sup> examiner of the thesis (suggestion for the Examination Board): \_\_\_\_\_

The thesis work will be performed at an external institution:  yes  no

***If applicable:***

*Name of the external institution (university, company):*

\_\_\_\_\_

*Name of contact person:* \_\_\_\_\_

*E-Mail of contact person:* \_\_\_\_\_

*If external work is to be performed, I hereby confirm that I have referred the external institution to our examination regulations (§ 15-17). In the event that difficulties should arise during the work in the external institution, I hereby confirm that the topic of the work could be continued in my research group at the University of Siegen.*

\_\_\_\_\_  
(City, date)

\_\_\_\_\_  
(Signature supervisor)

### To be filled out by the examination office:

Required academic achievements completed: \_\_\_\_\_ (yes/no)

Application submission date: \_\_\_\_\_

Latest thesis submission date: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature examination office)

### Approval of the Examination Board

The application is approved. The applicant is given permission to start her/his master's thesis.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Chairman of the Examination Board)