

Master`s Thesis and Final Oral Examination procedure on the ConREM programme - Summarized version

Important Dates	<ul style="list-style-type: none"> ▪ Work phases: 2. , 3. and the 4. semesters ▪ Registration: End of January (2. Semester) The registration occurs automatically by receiving the Provisional permission from the HTW Faculty Administration (Mr. Frank Stoll) ▪ Start date: 1st of February (2. Semester) ▪ Official permission: 30th of June (2. Semester) – recommended deadline To gain the Official permission, students are obliged to prepare an appropriate research proposal and accordingly find two supervisors. Without the Official permission, the submission of the Master`s Thesis is not possible. ▪ Fixed deadline: 1st or 2nd week of July (4. Semester) This deadline is fixed and strict. The exact submission day in July is indicated in the Provisional permission/Official permission. ▪ Colloquium: Last week of September (4. Semester) The exact day in September is indicated in the official invitation for the Final Oral Examination.
Form of communication	<ul style="list-style-type: none"> ▪ All decisions regarding the Master`s Thesis/Final Oral Examination procedure are made by the Examination Board/Examination Office or by the two supervisors. ▪ Their decisions will be officially communicated through the Faculty Administration (Mr. Frank Stoll) via the official HTW student e-mail address.
2. Semester Developing the research proposal Finding two supervisors Gaining the Official permission	<ul style="list-style-type: none"> ▪ Working phase: 2. semester, where the students should develop an appropriate research proposal and accordingly find two supervisors. ▪ First supervisor must be a full-time professor at the HTW Berlin or at the Metropolia UAS ▪ Second supervision can be also provided by companies (only 2. supervisor –Minimum requirement of the 2. supervision: the second supervisor must also hold at least a Master`s Degree or a “Diplom Ingenieur”) ▪ Finding the <u>two</u> supervisors is the responsibility of the students. The HTW Berlin Faculty Administrator (Mr. Frank Stoll) unfortunately cannot help you to find the two suitable supervisors for your topic. ▪ Download via the ConREM Website the required documents (section “Studying ConREM” → “Thesis and Final Oral Examination” → “Formulas to gain the Official permission”) ▪ Hand in the completely filled in documents, including the name of the <u>two</u> supervisors to the HTW Berlin Faculty Administration, Mr. Frank Stoll (recommended deadline: 30th of June). Without the indication of the two supervisors, the documents shall not be accepted by the HTW Berlin Faculty Administration (Mr. Frank Stoll). ▪ Without the Official permission, the submission of the Master`s Thesis is not possible. ▪ At the case of a missing Official permission, the student will automatically receive a topic and assigned supervision without the pre-coordination of the student`s preferences!
Approval of the topic	<ul style="list-style-type: none"> ▪ The head of the Examination Board (Prof. Dr. Kruse) approves the topic, writing period and supervisors with her signature on the “Specification of the Master`s Examination” document. ▪ The signed document(s) will be sent back to the student by the Faculty Administration (Mr. Frank Stoll). These documents comprise together the Official permission.

<p>3. and 4. Semester</p> <p>Setting up the main direction of the Thesis</p> <p>Continuous work on the Thesis</p> <p>Finalizing the Thesis</p>	<ul style="list-style-type: none"> Working phases: 3. and 4. semesters, where the students should set up the main direction of the Thesis, should continuously work on the Thesis and at the end finalize the Thesis. Recommended average length of the Master`s Thesis: 100 pages ± 10% Master`s Thesis Template is available on the official ConREM Website (Slight modification of the Template is possible, but only till it fits to the commonly accepted scientific writing methods. Cover page of the Thesis is not allowed to be modified under any circumstance). Even at the below-mentioned cases, the exceptional requests can be rejected by the Examination Board: <ul style="list-style-type: none"> Change of the title: possible by sending the required form to the Faculty Administration Extension: only possible at the following very exceptional cases, by filling out the required documents to gain approval from the Examination Board. Change of supervisor: After gaining the Official permission, it is still possible to change the supervisor(s). Nevertheless, at this case you will have to gain a new Official permission from the Examination board. In order to do this, please fill out again all the necessary documents to re-gain the Official permission (see: 2. semester - Gaining the Official permission). Semester break: If you have an approved permission to take out a semester break, please contact with the Faculty Administrator (Mr. Frank Stoll). Please note, the fixed deadline is not postponed by a semester (e.g. only for two weeks)!
<p>Submission</p>	<ul style="list-style-type: none"> Generally, on the 1st or 2nd week of July (4. Semester) in the office of the Faculty Administration (Mr. Frank Stoll). The exact submission day is indicated in the Provisional permission/Official permission. 3 hard copies of the Master`s Thesis (two copies for the supervisors and one copy for the library of HTW Berlin), in printed and bound form + CD (containing the .pdf form of the Masters` Thesis). The signed declaration of authorship and the "Conceptual Formulation" must be part of the thesis. (see Master`s Thesis Template).
<p>Failed submission and repetition of the thesis</p>	<ul style="list-style-type: none"> The Master`s Thesis will be graded with a "fail" (grade 5.0) if it was not submitted till the fixed submission date. If the Master`s Thesis is failed, it must be repeated on a new topic! The repetition of the Master`s Thesis is not an equivalent option with the extension of the Master`s Thesis, as it is the last chance to finish up the ConREM studies. If the repeated Master`s Thesis will be also graded as fail, the student will be ex-matriculated from the ConREM study program. Upon receiving an irrevocable fail, the residence permit for non-EU student might become also invalid.
<p>Admission Criteria for the Final Oral Examination</p>	<ul style="list-style-type: none"> If the Master`s Thesis is graded at least "pass" the student can receive the Official invitation for the Final Oral Examination Meantime all the required program modules must be also completed
<p>Final Oral Examination (Colloquium)</p>	<ul style="list-style-type: none"> The student should agree upon the date of the Final Oral Examination with the first supervisor. The Final Oral Examination generally takes place on the last week of September in Berlin. Only with an Official invitation from the Faculty Administration the student can take place in the Final Oral Examination. Ca. 15 min presentation by student plus questions and answers session of 30-45 min
<p>Final Degree Grade</p>	<ul style="list-style-type: none"> Thesis counts for 20% of the final grade, Colloquium for 10% Final Grade: $0,70 \cdot X_1 + 0,20 \cdot \text{Grade Thesis} + 0,10 \cdot \text{Grade Colloquium}$ X_1 = the weighted mean of the module grades

To obtain further information about the Master`s Thesis and Final Oral Examination procedure, please visit the [official ConREM website](#), to download the "**Detailed description of the Master`s Thesis procedure**" as well as "**Detailed description of the Final Oral Examination**" document". If you still have specific questions about the administrative procedure of the Master`s Thesis or of the Final Oral Examination, please see the [FAQ - Studying](#) section or contact with the [Faculty Administration](#).