

# Scientific Instrumentation - Instruction sheet for the Master's Thesis

- For students with intake from winter semester 2018/19 -

Condition to begin the Master's thesis:

All exams (including labs) as well as the Research Internship must have been cleared!

1. Search for a possible Master's Thesis place in a scientific institute or an R&D department in industry. The topic should fit to your interest as well as to the program Scientific Instrumentation.
2. Get a title and a description of the task.
3. Contact a professor whose own field of research is close to the projected topic. Ask him for a statement if the projected task is appropriate for a Master's Thesis and if he would be willing to be the Academic Supervisor.
4. Fill the form "Application for the Supervision of a Master's Thesis" and sign it.
  - a) Get the signature of your internal mentor.
  - b) Get the signature of your academic supervisor.
  - c) Bring your filled application form, to the course leader for approval.

You may come in person during the announced contact hours, drop the papers into the postbox (in front of the Dean's office) or send it by post (not by email as original signatures are required).

Please take care to receive and keep the approved form!
5. After having received the approval of your application make a contract with your Master's Thesis provider. If your Master's Thesis provider does not have his own contract form you may use the form provided by the Praktikantenamt: [https://meine.eah-jena.de/scitec/Dokumente/AB\\_Vertrag\\_extern.doc](https://meine.eah-jena.de/scitec/Dokumente/AB_Vertrag_extern.doc)
6. Bring or send the contract and the signed application form to the Praktikantenamt III (room 04.02.44, <https://meine.eah-jena.de/scitec/SitePages/Praktikantenamt-Technik%20-%20Internship%20Office.aspx> ) for agreement.
7. After you have become acquainted with your thesis topic fill the form "Application for the Assignment of the Master's Thesis Topic".
  - a) Get the signature of your internal mentor.
  - b) Get the signature of your academic supervisor.
  - c) Print out a marksheet proving that all exams of semesters one and two have been cleared. Use the form "Check of cleared exams" to check if all the required exams are confirmed. In case you have cleared an exam but it is not listed on the marksheet please contact the examiner and ask for a written confirmation.

- d) Bring your filled application form with your marksheet and the filled form "Check of cleared exams" to the course leader for approval.

You may come in person during the announced contact hours, drop the papers into the postbox (in front of the Dean's office) or send it by post (not by email as original signatures are required).

Please take care to receive and keep the approved form!

8. After Application for the Assignment of the Master's Thesis Topic has been approved the title of the Master's Thesis is fixed and may not be changed or modified.
9. Within 5 months after the approval of your application you have to submit two bound copies of your Master's thesis to the dean's office.
10. A submission will usually not be accepted earlier than 4 weeks after the approval of your application.

Please consider that any Orientation Work into the Subject Matter for a Master's Thesis is voluntarily, it is not a compulsory part of the course. This may have legal, fiscal and financial implications for the contract with your Master's Thesis provider.

The compulsory Master's Thesis starts officially with the approval of the "Application for the Assignment of the Master's Thesis Topic". Therefore, an early Application for the Assignment of the Master's Thesis Topic is strongly recommended.

## Check of cleared exams

Examination order of March 21, 2018

*When you like to apply for approval of the Research Internship or assignment of the Master's Thesis Topic: Please fill this form in Microsoft Word using the dropdown boxes with all your data and submit a signed printout together with your marksheet and the respective application.*

Surname / Family name	
First / Given name(s)	
Date of birth (dd, mm, yyyy)	
Matrikel no.	
E-Mail address	
I have entered Scientific Instrumentation in	WS 20 /

*I have cleared the following examinations:*

Sem.	Examination	Credits	Prerequisites (e.g. lab course)	Exam	Credits confirmed on marksheet
1	Solid State Physics	6		<input type="checkbox"/>	
1	Microsystems Engineering	3		<input type="checkbox"/>	
1	Electronic Hardware Systems	6	<input type="checkbox"/>	<input type="checkbox"/>	
1	Design of Precision Devices	6	<input type="checkbox"/>	<input type="checkbox"/>	
1	Introduction to FEM	3	<input type="checkbox"/>	<input type="checkbox"/>	
1	Physical Materials Diagnostics	6	<input type="checkbox"/>	<input type="checkbox"/>	
1	Scientific Writing and Presentation	6		<input type="checkbox"/>	
1	Non-Technical Module 1 <i>Enter the name of the module</i>	3		<input type="checkbox"/>	
	<b>Sum of credits of semester 1</b>				
2	Scientific Computing	6	<input type="checkbox"/>	<input type="checkbox"/>	
2	FEM and Simulation	6	<input type="checkbox"/>	<input type="checkbox"/>	
2	Optical Instruments	6	<input type="checkbox"/>	<input type="checkbox"/>	
2	Advanced 3D-Design	6	<input type="checkbox"/>	<input type="checkbox"/>	
2	Materials for Sensors and Electronics	6	<input type="checkbox"/>	<input type="checkbox"/>	
2	Micro- and Nanotechnology	6	<input type="checkbox"/>	<input type="checkbox"/>	
2	Gas Sensing and Aerosol Measurement	6	<input type="checkbox"/>	<input type="checkbox"/>	
2	Precision Instrumentation	6		<input type="checkbox"/>	
2	Soft Skills	3		<input type="checkbox"/>	
2	Non-Technical Module 2 <i>Enter the name of the module</i>	3		<input type="checkbox"/>	
	<b>Sum of credits of semester 2</b>				

Date	<i>Today's date</i>
Signature	

**Appendix 4**

**Application for the Supervision of a Master's Thesis**

Mr./Ms. (NAME, first name) \_\_\_\_\_

Matriculation no. \_\_\_\_\_ Email address: \_\_\_\_\_

EAH Jena · Postfach 10 03 14 · 07703 Jena · Germany
_____
_____
_____
_____

**Student's Request:**

I hereby request that the supervision of a Master's thesis be approved in the following area of work for the degree programme in Scientific Instrumentation.

← Postal address of the student during Master's Thesis

**Area of work** (an extra sheet with details may be added):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Institution's name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

I declare that I will observe rules of good scientific practice.

Place, Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Student*

**Support by the internal mentor:**

I, the undersigned \_\_\_\_\_ will support the student as the internal mentor.

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

Email address: \_\_\_\_\_

Place, Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Internal mentor*

**Academic support by a Professor of the University of Applied Sciences Jena:**

I, the undersigned \_\_\_\_\_ hereby second the application in its substance and will act as the academic supervisor.

Jena, Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Academic supervisor*

**Approval by the course leader Scientific Instrumentation:**

The application is hereby approved. If applicable the student is instructed to sign an internship contract with the internship provider prior to the start of the field work phase.

Jena, Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Course leader*

Appendix 5

**Application for the Assignment of the Master's Thesis Topic**

Mr./Ms. (NAME, first name) \_\_\_\_\_

Matriculation no. \_\_\_\_\_ Email address: \_\_\_\_\_

EAH Jena · Postfach 10 03 14 · 07703 Jena · Germany
_____
_____
_____
_____

Student's Declaration:

I hereby acknowledge that I am aware of the prerequisites to be met for the assignment of Master's Thesis topics under the Examination Regulations of the SciTec Department of the Jena University of Applied Sciences.

Also, I declare that I am not in the process of taking a Master's examination in the same field at any other university or college in the territory to which the German Higher Education Framework Act applies.

Nor is it true that I irrevocably failed a Master's examination in the same subject area at a university or college in the territory to which the German Higher Education Framework Act applies.

← Postal address of the student during Master's Thesis

**Topic of the Master's thesis:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Institution's name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I declare that I will observe rules of good scientific practice.

Place, Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Student*

**Support by the internal mentor:**

I, the undersigned \_\_\_\_\_ will support the student as the internal mentor.

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

Email address: \_\_\_\_\_

Place, Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Internal mentor*

**Academic support by a Professor of the University of Applied Sciences Jena:**

I, the undersigned \_\_\_\_\_ hereby second the application in its substance and will act as the academic supervisor.

Jena, Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Academic supervisor*

**Confirmation that all required modules have been passed (including the Research Internship):**

Jena, Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Responsible Authority*

**Approval by the course leader Scientific Instrumentation:**

Topic approved and assigned. Thesis to be submitted by: \_\_\_\_\_  
(Approval date + 5 months)

Jena, Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Course leader*