

Information about the REAP Master Thesis procedure (as by November 2020)

1. Please contact a professor of the REAP team to discuss and define a topic for your thesis. You can make an own suggestion for a topic or you can ask professors for a proposal. The first supervisor has to be a professor of the REAP team. It is possible to define an external second supervisor for the thesis from another institution, please discuss with the first supervisor.
 2. The formal process-time for the thesis is 5 months and we assume that you need the 5 month to work on the thesis. We expect that you register for the thesis at an early stage, at the latest 3-4 weeks after discussing the topic of your thesis with your supervisor. At the end of these 5 months you will give a presentation in public and a colloquium with the two supervisors only. After passing the presentation you will be de-registered at the end of semester. Please note on your application form for certificates if you wish an earlier date for exmatriculation (e.g. your examination date). If you completed your examinations successfully within the semester and you are waiting for the assessment of the examination or your certificate, you don't need to re-register for the next semester.
 3. In order to apply for the thesis, you must have 80 CP at least. Please file an informal request with your full name and your matriculation number (Email: studierendenservice@vw.hcu-hamburg.de) to register for the thesis at the examination office. They will cross check your CPs, sign and stamp the form and send it back to you by post. You will get three other forms with it that become relevant once you have finished the thesis: the declaration of authorship, the "Laufzettel" (states that you do not own any HCU property) and the application for issuing the certificate. Please print the "Declaration of consent for adding of documents to the library" from our website <https://www.hcu-hamburg.de/master/reap-resource-efficiency/for-students/>.
- Fill the thesis admission form with the names of the supervisors and title of the thesis in cooperation with the first supervisor. You cannot change the title anymore then, but you can add a subtitle later on. Once the form is signed, the 5 months period (time you have to finish the thesis) starts running. The exact date for delivery is also mentioned in this form.
4. If you would like to work in pairs, it is necessary that there is the possibility of a differentiated grading. You should define with your supervisor at the beginning of the writing process parts which are only from you or your partner and the collaborative parts. It is not necessary to label that in your text, it is also possible to have a supplement sheet which shows which chapter is from whom.
 5. If you get ill during the thesis-process, please hand in a medical certificate certifying incapacity to work on your thesis at the examinations board immediately. They will decide if the period of processing for your thesis can be extended for the period of illness. The examinations board will transmit the decision to the examination office.
 6. When submitting your thesis, you have to declare in a Declaration of Authorship that you completed your thesis independently and did not use any sources or resources other than those indicated.
 7. The thesis must be submitted digitally to the Examination Office, together with the Declaration of Authorship, not later than on the last day of the processing period. If the thesis was not submitted to the Examinations Office in due time resp. the thesis is submitted after the processing time, it will be marked as 'failed' (5.0).

For the digital submission please save your work as pdf in the HCU-Cloud <https://cloud.hcu-hamburg.de/> with the file name as following "Last name thesis BA or MA".

To submit your thesis, please send us the appropriate download link from your HCU email address to studierendenservice@vw.hcu-hamburg.de . Make sure that the file is not protected with a password.

If your thesis is not too extensive, you can also submit the pdf file as an attachment directly with your mail to studierendenservice@vw.hcu-hamburg.de

Please ask your examiners individually to find out whether they need additional documents, like a printed version of your work or similar, in addition to the digital submission. The required additional documents have to be submitted directly to your examiners, not via the Examination Office.

8. You should organize a date and a room for the presentation/colloquium. The final grade is composed of 75% report, 15% colloquium and 10% presentation.

9. After having completed the thesis work and the presentation, you have to fill in the application form for issuing your certificate. More information here: www.hcu-hamburg.de/en/student-services/examination-office/degree-certificates/

10. If you would like to publish your thesis, you will decide with your supervisor how to proceed.

Good luck!