

Information about the REAP Master Thesis procedure

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: hcu-studierendenverwaltung@vw.hcu-hamburg.de, phone call or letter) 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. Go with that form to the Infothek, they will make three copies 1 for the Program Manager, 1 for you, 1 for the examination office and the Infothek will keep the original document.

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. After finishing the thesis please hand in:
 - a) the final thesis (2 printed copies, 3 CDs)
 - b) the signed "Declaration of authorship"
 - c) the signed "Declaration of consent for adding of documents to the library"

at the Infothek and get the drop-in date signed on your thesis-admission form. If you do not hand in the thesis in due time, it will be listed in your account as "not passed".

7. The Infothek will send your thesis to the examiners, the first examiner gets the original thesis-admission form with the signed drop-in date and the program manager gets a copy of the thesis-admission form and the third CD with the signed "Declaration of consent for adding of documents to the library".
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 and hand it together with the filled "Laufzettel" to the administration office. The process of issuing your certificate will be started.
10. If you would like to publish your thesis, you will decide with your supervisor how to proceed.

good luck ! ☺