

What You should Observe when Writing a Master's Thesis

1. Writing the master's thesis is the final step of your studies. The selection of a suitable topic is your own task. There are essentially two ways to find a topic:
 - If you are interested in participating research in one of our research groups of the University Mittweida, then just ask the corresponding professor whether you can obtain a suitable topic related to the corresponding field of research. (Usually it is expected that you have excellent achievements in your studies in the corresponding modules.)
 - Try to find an internship in industries, research institutes, or governmental institutions that offers some connections to research in mathematics. Search the net also for offerings of enterprises for topics of master's thesis. There are data bases for this purpose, for instance *www.stepstone.de*.
2. You need always two supervisors for your master thesis. The first one has to be a professor of our university, the second one can also come from the enterprise/institution where you perform the work for the thesis.
3. Before you start working at your thesis, you have officially to apply, which needs a form. You can find it at <https://www.cb.hs-mittweida.de/> (our faculty web-pages); go to *Service/Formulare* and then download *Antrag auf Zulassung zur Abschlussarbeit*. The filled in form has to be submitted to the office of the faculty (House 6). After verification by the examination board, you will receive a confirmation via email.

Please observe:

- You have exactly five months for working at the thesis; then it has to be submitted.
- If you see in the terminal period of your work that there are some obstacles that hinder you from submitting in time, then you can apply for a prolongation of the working period by two months. Not submitting the thesis after five months without application for prolongation leads to an evaluation of your master's thesis module as *failed!*
You find the corresponding application form as mentioned above under the title *Antrag auf Verlängerung der Abschlussarbeitszeit*
- If your topic appears too complex to be finished within five months, then you can start working (unofficially) at your topic in advance to the application. However, you should notice that this extra time does not count for your studies (and, clearly, might cause extra expenses for you).

- The application for working at your thesis will be denied when you have more than two open modules in your studies. You have to have finished all modules of your master's courses up to the date of defense.
4. You should give, from time to time, some feedback to your supervisor about the state of your work or any kind of arising problems.
 5. Up to the time of starting the work at your master's thesis you should know how to write a scientific report. You should observe that your master's thesis has to be published. Then it will become world-wide accessible, which implies it might have a strong influence on your reputation. Therefore you should write your thesis with great care, which also includes a proper use of English language. If you do not feel comfortable with your state of writing and language abilities, then seek for professional help (sometimes proof reading by friend will do).
 6. The layout of your thesis has to be in confirmation with the guidelines of our university. You find them at the web-pages of the university library, see <https://www.hsb.hs-mittweida.de/>. There you can also download an example file (as a word document). However, you should write your thesis with LaTeX. Use a book layout that comes close to word document. You are not forced to use some special text fonts. Your thesis should contain these part in the given order:
 - (a) title page,
 - (b) abstract,
 - (c) table of contents,
 - (d) list of abbreviations, symbols, figures (when needed),
 - (e) text body (main part),
 - (f) list of references,
 - (g) declaration of authorship.
 7. It might be a good idea to lend a master's thesis from our university library (preferably one that is evaluated as *excellent*) just to see how it is written.
 8. Be very careful with proper citation of all results that are not your own ones. No kind of plagiarism will be tolerated!
 9. After your submission, a date of defense will be assigned in agreement with you and your thesis supervisors. Please do not expect to have the defense immediately after your submission — the supervisors will need some time to study and evaluate your work. The defense consists of a presentation (of approximately 30 minutes) to important aspects of your thesis (do not try to cover the whole content), a discussion in which you have to answer questions to your topic and the announcement of your result.