

# M.Sc. Thesis Guidelines for Students of TU Berlin Campus El Gouna



These guidelines should answer the most frequently asked questions related to the registration and writing of your M.Sc. thesis at TU Berlin Campus El Gouna. This document is based on the “Study Regulations” (StuPO, 27.03.2009) of your M.Sc. program and the “Regulations Governing General Study and Examination Procedures” (AllgStuPO, 08.05.2013), which are the legally approved basis for the processes described below. If any of your questions remain unanswered, please contact the Examination Office of Campus El Gouna: [examination@elgouna.tu-berlin.de](mailto:examination@elgouna.tu-berlin.de).

## 1. Finding a supervisor

You should select a main supervisor while the second supervisor will be defined by the first one (in consultation with you). We recommend you to start searching as early as possible as supervisors have limited capacities. The main supervisor must be a professor of TU Berlin. The second supervisor could be a recognized expert in the field of your M.Sc. thesis.

## 2. Registration Process

In order to start the formal registration process of your M.Sc. thesis, you need to have passed at least 70 credits during the previous semesters and provide a proof of your internship (§ 6, StuPO). You need to fill out a registration form for your M.Sc. thesis. All M.Sc. candidates will receive an email by the examination office with some explanations and hints on how to complete this form. The examination office will also inform you about your deadline for submission.

## 3. Writing period and deadline

The writing period of your Master thesis is 5 months and 12 days (27 credits). If the submission date happens to be on a Saturday, Sunday, or public holiday, you may submit the thesis on the following workday. Please be aware that you must keep this deadline. Even if you submit your thesis only one day late, it cannot be accepted anymore and you have failed this attempt. This is also the case if you have to send your thesis as a hardcopy by mail from Egypt or any other place. If you face any troubles to meet the deadline, please contact your supervisor well before the deadline!

## 4. Submission

You have to submit 3 printed copies of your thesis and a digital version on CD/DVD to the examination office of Campus El Gouna in Berlin (see address below). We will confirm the reception and forward two copies to the supervisors for evaluation.

## 5. Evaluation of your M.Sc. thesis

The supervisors should agree on a grade for your thesis within 6 weeks. If requested, the supervisors can usually confirm that a student will receive a passing grade short time after submission. In this case, the examination office will issue a formal “Studienabschlussbescheinigung” – a letter stating that the M.Sc. course has been completed successfully. This letter can be used e.g. for a job application.

## 6. Presentation of your M.Sc. thesis

The presentation of your thesis can be done before or after submission – depending on what has been agreed upon with the supervisor. It can be done in different ways – in a small personal meeting, in front of a larger audience with other students and/or external guests – also as a video meeting if supervisor and students cannot come together in one place. The grade for the presentation is 1/3 of your overall thesis grade.

## 7. Certificate

Students will receive 3 documents certifying their M.Sc. Degrees: a Master certificate, a transcript and another document named ‘Diploma Supplement’. All documents will be issued in English – if needed, a German translation can be provided upon request. Issuing of these final documents can take several weeks.

## 8. Rejecting a topic / changing the title of the M.Sc. thesis

In case you would like to change the topic of your M.Sc. thesis, you can do it only once, and only within the first 6 weeks of the writing period. In order to do so, you have to inform your supervisors who will get in touch with the examination office of Campus El Gouna. In this case the registration procedure has to be completed again.

## 9. Extension of the deadline

The deadline for submission of your thesis can only be extended in case of highly unusual circumstances. In case of sickness, students can request to extend the deadline for the time indicated on the medical certificate which needs to be handed in as a proof. If submission gets delayed for reasons you could not influence (e.g. the material for an experiment was not delivered in time or an interview partner cancelled the interview) it is also possible to extend the deadline. In such cases, please contact your supervisors who will then get in touch with the examination office. Please note: reasons such as slow writing or even active participation in conferences are not acceptable! The requested extension of the submission deadline is only valid after you have received a written confirmation.

## 10. Submitting early

It is possible to submit your thesis before the deadline. However, the total time of preparing the thesis needs to be realistic, i.e. if the submission occurs less than three months after the assignment of the topic, a letter from the supervisor is required explaining the circumstances.

## 11. Content of the M.Sc. thesis

Your M.Sc. thesis must include as a minimum:

- A title page, including your name, address, student registration number, name of the study program, names of supervisor and second reviewer, and the of course title (please note that the title has to be exactly the same as outlined in the registration form!)
- A declaration stating that you prepared the thesis independently. After this text the date, place and your signature should follow. Please use the following paragraph (in German):

### ***Eidesstattliche Erklärung***

*Hiermit versichere ich, dass ich die vorliegende Arbeit selbstständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt habe. Alle Ausführungen, die anderen veröffentlichten oder nicht veröffentlichten Schriften wörtlich oder sinngemäß entnommen wurden, habe ich kenntlich gemacht. Die Arbeit hat in gleicher oder ähnlicher Fassung noch keiner anderen Prüfungsbehörde vorgelegen.*

- An abstract
- A table of contents
- Main body
- A bibliography that lists all sources used. All citations must be clearly noted

Any other questions about what should be included and in what form can be discussed directly with your supervisor.

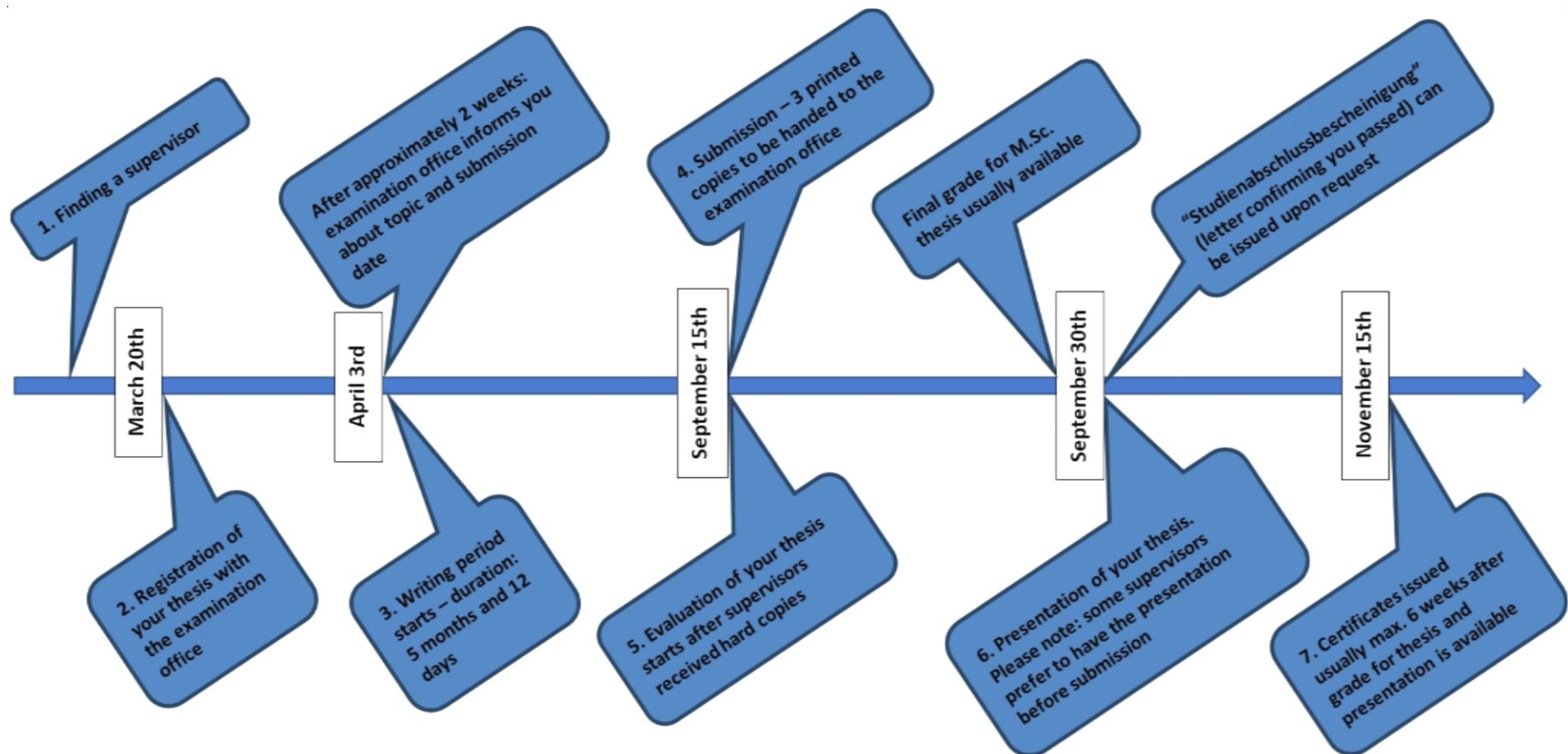
## IMPORTANT ADDRESSES AND LINKS

- **Examination Office Campus El Gouna:**  
Technische Universität Berlin, Zentralinstitut El Gouna, Ackerstr. 76, Secr. ACK 4-1, 13355 Berlin  
Contact Person: Ina Hohenhaus (alternatively to be contacted: Dr. Krystyna Schneider)  
[examination@elgouna.tu-berlin.de](mailto:examination@elgouna.tu-berlin.de)
- **Master Thesis Registration Form:** <http://www.pruefungen.tu-berlin.de/fileadmin/ref10/Diplomarbeitenmeldung.pdf>
- **Study Regulations of Campus El Gouna:**  
[https://www.campus-elgouna.tu-berlin.de/v\\_menu/admission\\_process\\_apply\\_now/eligibility\\_criteria/](https://www.campus-elgouna.tu-berlin.de/v_menu/admission_process_apply_now/eligibility_criteria/) (you will find the study regulation for your M.Sc. Degree in the right column)
- **Information Sheet ("Merkblatt" with more information, in German only):** [http://www.pruefungen.tu-berlin.de/fileadmin/ref10/Merkblatt\\_Abschlussarbeiten\\_13122013.pdf](http://www.pruefungen.tu-berlin.de/fileadmin/ref10/Merkblatt_Abschlussarbeiten_13122013.pdf)

**Regulations Governing General Study and Examination Procedures (Allgemeine Studien- und Prüfungsordnung, AllgStuPO):** [http://www.referat-1a.tu-berlin.de/fileadmin/ref6/DateienIA1/Gesetze\\_und\\_Verordnungen/EN\\_AllgStuPO\\_30052014.pdf](http://www.referat-1a.tu-berlin.de/fileadmin/ref6/DateienIA1/Gesetze_und_Verordnungen/EN_AllgStuPO_30052014.pdf)

## Timeline

The timeline below illustrates the process from finding a supervisor until reception of the M.Sc. certificates. The dates are just examples aiming to indicate roughly the length of the periods in between. The timeline shows: in order to finish your M.Sc. degree within 4 semesters (which means you finish on 30<sup>th</sup> September), you should start the registration process for your M.Sc. thesis around mid-March.



**Registration form for M.Sc. Theses in Water Engineering at TU Berlin Campus El Gouna**

To be sent to after completion: Examination Office of Zentralinstitut El Gouna, Sekr. FH 5-1, Fraunhoferstraße 33-36, 10587 Berlin. By email: examination@elgouna.tu-berlin.de

Water Engineering \_\_\_\_\_

Study Course \_\_\_\_\_

Student ID number \_\_\_\_\_

Name, First Name \_\_\_\_\_

Phone number \_\_\_\_\_

Street, Number \_\_\_\_\_

Postal Code \_\_\_\_\_

City \_\_\_\_\_

I am kindly asking Prof. \_\_\_\_\_ (M.Sc. thesis supervisor) to compose a

M.Sc. thesis topic in the field of Water Engineering for me.

I have passed module examinations totaling 70 credits and completed the internship.

\_\_\_\_\_  
Date, Signature by Student

Examination Office of Zentralinstitut El Gouna

Berlin, \_\_\_\_\_

Prof. \_\_\_\_\_

Sekr.: \_\_\_\_\_

is kindly requested to compose a M.Sc. thesis topic for the abovementioned candidate, and to nominate a second supervisor.

By order:

\_\_\_\_\_  
Examination Officer Zentralinstitut El Gouna

To the Chairperson of the Examination Committee of the course of studies in Water Engineering

Prof. \_\_\_\_\_

Sekr.: \_\_\_\_\_

The above-mentioned candidate receives the following M.Sc. thesis topic:

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

I announce as a second supervisor: \_\_\_\_\_

Sekr.: \_\_\_\_\_

\_\_\_\_\_  
Date / Signature by Supervisor

The topic and the second supervisor  
for the M.Sc. Thesis are herewith confirmed

\_\_\_\_\_  
Date / Signature Chairperson of Examination Committee

M.Sc. thesis topic announced on: Submission date of M.Sc. thesis: M.Sc. thesis submitted on:

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

completed by the student

completed by examination office

completed by supervisor & chairperson of examination committee