

## Guidelines for the preparation of the master thesis

### 1. Legal basis

The regulations governing the master thesis are found in three places:

- 1.) in examination regulations of each respective course of study, in particular § Master thesis and the final colloquium Appendix 1
- 2.) in Module Description "Master thesis"
- 3.) in the General Regulations for Examination Regulations with the conclusion of the master (Master), in particular §25.

It is urgently recommended that these regulations be followed. The regulations pertaining to examinations may be found on the Internet under: [Fachbereich 3/Mein Studium/Prüfungsordnung/Master/Aviation Management](#). A hardcopy version is available in the Student Support Center.

### 2. Purpose

The master thesis should demonstrate that the degree candidate is able, within a prescribed period of time, to work independently and on the basis of detailed and specific knowledge in his or her area of study, to apply scientific methods to resolve problems and develop solutions in new and unknown spheres.

### 3. Thesis topic, Examiners

There is no deadline to register for the master thesis. Please find the particular conditions under examination regulations of your course of studies, in particular the specifications contained in the Module description on the master thesis.

A professor or another adviser is allowed to supervise the master thesis as stated in §6 paragraph. 2 of the General Regulations on authorized examiners (for example lecturers, consultants, advisers, experts may be allowed to advise).

The subject for the master thesis will be announced, with the student's consent via notice board. The student is allowed to propose a topic for the master thesis as well as an examiner and co-examiner.

Once the examiner and the student have agreed upon a topic for the thesis, then the suitable registration form for the master thesis must be submitted to the secretary in the Office of Examinations. These forms are available in the Student Support Center.

Please note that your right to propose a thesis topic and a thesis examiner will expire, once a preliminary agreement has been made with the examiner, the necessary forms fail to be filed in a prompt and timely manner.

If this should occur, you will be allowed only one additional opportunity to propose a new subject.

After receipt of permission you will be assigned a new thesis topic from the Chairperson of the Board of Examiners.

It is recommended that the application together with all signed arrangements from the thesis examiner be passed directly onto the Office of Examinations.

Applications for approval can, with recognition of the requirements, be made at any time.

Should the master thesis take place in a facility or institution outside the premises of the Frankfurt University of Applied Sciences, written attestation from the facility or institution as well as the approval of the chairperson of the Board of Examiners must be acquired.

#### 4. Submission Period

The submission period for the master thesis is established in the respective guidelines on Examination Regulations.

The period begins with the day of the announcement of the subject. The announcement occurs through notice board in showcase No. 2-6, Building 4, 2nd floor.

If the student is unable to keep this deadline, for reasons which are beyond the student's control, the submission period would be extended for no longer than x amount of weeks in accordance with §25 paragraph 8 S. 1 of the AB Bachelor / Master.

The duration of the extension is regulated in the respective guidelines on Examination Regulations. This extension must be filed on time prior to the deadline. To apply for an extension the form, "Application for Extension of the Deadline for the Final Submission of the Master Thesis", is to be used.

The request is to be signed off by the advisors- except in the instance of a notification of illness which is made plausible by providing a medical certificate.

Should the prevention period last longer, the student can withdraw from the exam.

The topic of a master thesis can only be withdrawn and changed once. This withdrawal of the thesis topic must take place within the first third of the stipulated submission period.

Once the new topic for the thesis has been assigned, in accordance with §25 paragraph 9 A/B Bachelor/Master, any subsequent possibility of receiving a new thesis topic is excluded.

The master thesis must be delivered on time to the Office of Examinations. If the thesis deadline is not met and it is not delivered on time, a failing grade is received and the Module "master thesis" is invalidated.

The delivery of the Master Thesis takes place in person at the Student Support Center (location of the Office of Examinations) during business hours or via registered mail. Proof of compliance with the deadline is met by providing evidence of delivery on the due date, up to but no later than 12:00 a.m.

Once the opening hours of the Student Support Centre have ended submission will only be possible through delivery to the post office of the Frankfurt University of Applied Sciences (Ground floor, Building 2) or via registered mail. The date stamped on the registered envelope is a valid proof of compliance with the deadline.

Should the deadline fall on a Saturday, Sunday or public holiday, the next valid due date and date of delivery will be the next regular commercial work day of the Office of Examinations.

The Frankfurt University of Applied Sciences closes every year between December 24 and January 1.

Should the deadline for submission of the Master thesis fall between the period of December 24 and January 1, the due date must still be honored and the thesis must be delivered to the Office of Examinations no later than the designated due date. The postal stamp will suffice as proof of compliance with the deadline.

In the event that a failing grade is received for the master thesis, a new topic may be procured and the module may be repeated, only once.

The period within which the thesis is to be repeated is determined by the Board of Examiners. As a general rule, examination for the Master Thesis is normally scheduled for the next available date in the following semester.

The entitlement to re-sit the exam lapses if the appointed date is missed or not kept, unless the student is not responsible for the missed date.

If the Master Thesis cannot be repeated the whole Module "Master Thesis" is invalidated.

## 5. **Layout and design**

The master thesis must be in written form, in the English language.

It is to be submitted to the Student Support Center

In addition, the work must be copied onto a digital data carrier in the format of a current word processing program.

The master thesis is to be handed in an A4 size paper.

Text and images should appear *only* on one side of each sheet.

A medium line spacing is to be kept (1½) distance between the lines).

In the left side of every sheet a space of 5 cm is to be maintained, on the right side 2,5 cm.

**Three** clean copies are to be bound in a firm cover (no ring bindings!) for submission.

Lose sheets or lose sheets inside of a cover are not accepted.

## 6. **Citations**

The rules and principles pertaining to the citation of academic/scientific work are to be adhered to. Please use Harvard Citation Style.

## 7. **Number of pages**

The Master Thesis must be at least fifty to seventy pages long (50 – max. 70 pages pure text).

The advisor determines other requirements.

## 8. Title-page

The title-page is to be written after the following pattern:

### **Master-Thesis**

in (winter/summer)-semester 20..<sup>1</sup>

at Faculty 3: Business and Law  
of Frankfurt University of Applied Sciences

degree programme

### **MBA Aviation Management Master Thesis**

presented by

\_\_\_\_\_ <sup>2</sup>

born \_\_\_\_\_ in \_\_\_\_\_

Matrikel-Nr.: \_\_\_\_\_

Topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Examiner: \_\_\_\_\_

\_\_\_\_\_ <sup>3</sup>

Co-Examiner: \_\_\_\_\_  
\_\_\_\_\_

Topic received on: \_\_\_\_\_ <sup>4</sup>

Thesis delivered on: \_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> The semester in which the work was taken over

<sup>2</sup> Given name and last name

<sup>3</sup> Examiner with whom the subject was agreed

<sup>4</sup> The date of the topic notice

## 9. Declaration of Independent preparation of the Master Thesis

The following declaration is to be included at the end the master thesis:

“I herewith declare that the thesis presented here was completed independently and without the use or help of others. All passages from published and unpublished sources, appearing either verbatim or in adapted form, were properly identified as such.

The thesis has not been, in this form or in a similar form, submitted to any other examination authority”

Place, Date, Signature

Submitted master theses are regularly scrutinized by the Office of Examinations for violations against this declaration through Internet searches and plagiarism software.

Attempts to deceive or to mislead will be punished according to the rules of the Office of Examination.

In an effort to prevent attempts to cheat or to deceive, the topics of the master theses are published on the Internet site of Faculty 3: Business and Law and made accessible to other examination offices.

## 10. Confidentiality Notices

If the final work is produced in an enterprise, if necessary, a notice of confidentiality may be attached to the master thesis.

„The final thesis contains confidential data and information. The passing on of its content, in whole or in part, to others outside of the advisory enterprise, business or company as well as the publication or duplication - even in extracts - is prohibited without the explicit written permission of the advisory enterprise, business or company.

The rules of the Examination Regulations in each applicable version and the general regulations for bachelor and master final examinations of the Frankfurt University of Applied Sciences dated the 10th of November, 2004 remain unaltered in the applicable version. “

The necessity of a notice of confidentiality should be discussed with your examiners.

## 11. Number of thesis copies to be submitted

The number of thesis copies to be submitted is listed in the respective examination regulations § „Master Thesis and Final Colloquium“. The work must be firmly bound and all copies are to be submitted to the Office of Examinations (Student Support Center). Complementary materials, e.g., multimedia materials, data or programs on digital data carrier, must also be submitted in multiple issues (see respective Examination Regulations).

## 12. Assessment

The master thesis is to be evaluated by two examiners, independently. In the event of differing evaluations, the final grade will be determined through arithmetic means of individual valuation.

If the master thesis is executed at a foreign college within the scope of a contractual university partnership and/or a suitable regional partnership of the state of Hessen, the primary assessor must be from the Frankfurt University of Applied Sciences.

The reports on the assessment must be turned in no later than six weeks after submission of the master thesis.

You may obtain the results from Golo Hermann at the Student Support Centre.

If the master thesis should not receive the minimum passing grade of at least 4,0 the student will be informed of this in a written communication which shall also provide information on available remedies. A failed master thesis and the colloquium may be repeated once.

### 13. Colloquium/Examination

The master thesis is the subject of a final colloquium. The colloquium implies the existence of the master thesis and takes place before two examiners. The duration of the colloquium amounts to a minimum of 30 minutes, 45 minutes at most. This colloquium should take place at the latest six weeks after delivery of the bachelor/master thesis.

The grade for the colloquium is weighted at one fifth of the total assessment for the module "Master Thesis".

It is recommended that an initial appointment be made with the examiners well in advance of the registration deadline for the master thesis.

The examination will be public unless the examinee objects to a public examination at the time of registration.

The appointed date for the colloquium will be announced at least six days before the colloquium is to take place.

The examination plan includes the following information for each candidate:

1. the name of the candidate,
2. the day and the time of the colloquium,
3. the room information in which the colloquium is to take place,
4. the composition of the examining board.

The announcement of the examination plan is mandatory. At registration for the master thesis both the invitation period and the announcement at the notice board may be waived.

The grade for the colloquium will be determined by the examining board immediately after the end of the colloquium in absence of the candidate.