IMAT INTERNATIONAL MATERIAL FLOW MANAGEMENT

IfaS Institut für angewandtes Stoffstrommanagement

Guidelines
Master's Thesis Completion

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1. Administrative Requirements

IMAT M.Sc.

Students can register for their final thesis at the earliest after notification of the achievement of 80 credit points (ECTS) and must register at the latest six months after notification of the acquisition of 90 credit points (ECTS).

IMAT M.Eng.

Students may register for their final thesis at the earliest after notification of the achievement of 72 credit points (ECTS), whereby at least the credits from the first 2 semesters must be included.

Students must register for their final thesis no later than six months after notification of the acquisition of 90 credit points (ECTS).

▶ Consequently, registration of the Master's thesis is only possible after successful completion of the internship.

▶ At the end of your internship, submit your internship report (refer to IMAT-Master Internship Guidelines) by email to your ECB supervisor and copy the IMAT Management Office.

▶ **Once we receive a *pass grade* for your internship, the six-month period for registering your Master's thesis begins.** If the registration for the final thesis is not submitted by the deadline, it is considered to have failed the first time.

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2. Supervisor Requirements and Eligibility

▶ **The first supervisor** must be a professor from our faculty. A list of eligible first supervisors is provided here.

▶ **The second supervisor** must hold at least the same academic qualification as the candidate, i.e.:

- ▶ Minimum: Master's degree or university diploma
- ▶ The second supervisor may also be your supervisor at the company where you are writing your Master's thesis. In this case, the IMAT Management Office requires the second supervisor's CV and copies of degree certificates.

▶ Exceptions may be granted in justified cases. Please contact the IMAT Management Office if you believe your case requires special consideration.

3. Master's Thesis Registration

▶ Contact the first and second supervisor, clarify their availability and agree on the topic. **The title listed in the registration must be identical to the title in your submitted version.**

▶ Download the Master's thesis registration form from the university website.

▶ Complete the first page of the form and send it to the IMAT Management Office (first page fully completed, signed by both supervisors and you).

▶ **The processing period is up to six months. It begins when the topic is issued.**

▶ The IMAT Management Office will officially confirm your Master's thesis registration by notifying you of the official submission deadline.

4. Master's Thesis Template & Declaration of Authorship

► **Master's Thesis Template:** A master's thesis template is available to download from the IMAT website. This template provides information on the formal requirements and recommended structure of the thesis.

► **Declaration of Authorship:** Your thesis must be written independently, and any knowledge or material taken from other sources must be properly acknowledged and cited. The use of artificial intelligence (AI) tools is permitted under certain conditions; however, any use of AI must be transparently disclosed and properly documented.

The Declaration of Authorship must therefore be included in your thesis and signed. You can find the Declaration of Authorship in the download section of the IMAT website. The German version is legally binding and must be included in the thesis. The English version may also be included.

Please note that the use of sources, AI-generated content, or other external materials without proper acknowledgment may result in the thesis being assessed as not passed.

5. Master's Thesis Submission

▶ Please submit to IMAT Management Office 2 printed, bounded and identical master´s thesis copies– as well as an electronic copy (in the PDF format).

▶ 2 printed copies:

- ▶ 1 copy for the first supervisor
- ▶ 1 copy for IMAT archives

▶ Please clarify with your second supervisor whether he or she requires a printed or digital copy. If a printed copy is required, you must submit **3 printed copies** in total.

6. Colloquium (Master's Thesis Oral Defence)

▶ After submitting your thesis, arrange a colloquium date with both supervisors. Please CC IMAT Management Office in all related correspondence.

▶ The final confirmation of the agreed date will be issued by the IMAT Management Office together with meeting room information or a Zoom link for online defences.

▶ The colloquium:

- ▶ Takes place on campus or online via Zoom.
- ▶ Consists of a 20-minute presentation of your Master's thesis and a subsequent question and discussion session.
- ▶ You will receive 2 grades: one grade for the written part, your Master´s thesis *(grade weight: 75%)*, and one for the oral part, your presentation and defence *(grade weight: 25%)*.

7. Further steps after Graduation

► Once the colloquium has been passed, you must deregister here (enter the end of the respective semester as the deregistration date.) A short guide for de-registration is provided here.

► A provisional Certificate of Completion will be issued shortly after the colloquium. The official graduation documents are usually issued within about 6–8 weeks.

► Information about the Graduation Ceremony on campus and about the IMAT Alumni Network will be provided by IMAT Management Office.