

# FAQs: F2, thesis and colloquium?

(see regulations §8 and §26 ASPO 2015)

See also webpages of the examination office

## How long is the thesis and what about F2?

The thesis project (6 month) comes along with the F2 (3 month). The F2 helps to collect data over a longer period (in ecology, behavioral sciences), prepares and helps to establish methods and may include preparatory experiment of the thesis project. Results and/or data collected during the F2 may be included into the thesis if this is clearly cited and referenced. The F2 also links the thesis project to one of your two topics. As for everything, you have to register for an appropriate exam in the semester your F2 will end. Further registrations are not necessary. Sometime the institutes ask for a certification that the F2 belongs to your curriculum. If so, you can contact Robert Hock. The F2 is ungraded, but to pass it, a lab report, protocol and/or seminar talk is required. Your supervisor should send a report sheet (see supplement) to person responsible to book the credits.

## Registration of the thesis?

Please use the form found on the webpages of the examination office. Link:

<https://www.uni-wuerzburg.de/studium/pruefungsangelegenheiten/master/biowissenschaften/>

A form in English language can be also found in the WueCampus2 course Master Biosciences.

Please deliver the filled and signed form to the examination office or send it attached to a mail to the dean of the examination committee (Robert Hock). The attached document should be of high quality.

You can start a F2/thesis project with at least 10 credits in one theoretical of the topic and 10 credits from the F1. However, some supervisors expect some more requirements mostly (depending on your topics) successful grading in the “ring lectures” e.g. “Molecular Biology”.

## When do I have to register?

**Registration has to be prior to the start of the thesis. Backdating is excluded!**

Therefore, take care to register your thesis in time.

## Title or topic given?

Changing of the title is impossible! Only small editorial modifications are possible. So take care to choose a good title.

## **Registration form?**

If possible, use the form found online on the webpages of the examination office. If possible, download the form and fill it online.

## **Number of referees?**

You require two referees. One of these referees has to be member of the Faculty of Biology. The referees should work at least as postdoc and should be admitted as academic examiners.

## **How should the thesis look like?**

The thesis can be written in English but must include a German AND English summary.

The page number should be at least 60-80 pages. Additional data or raw data can be added in a supplement. Structure (see also supplement):

- Not more than 100 pages, at least 60-80 pages
- Structure:
  - a. Cover sheet
  - b. Summary German (1 Page)
  - c. Summary English (1 Page)
  - d. Table of content
  - e. Introduction
  - f. Materials and Methods
  - g. Results
  - h. Discussion
  - i. References
  - j. Affidavit (see supplement)
  - k. Acknowledgements

Supplementary data and/or material

All resources used must be listet.

## **What has to be delivered to the examination office?**

Three paper copies (bookbinding has to be hardback- glue bond!) of the thesis have to be delivered to the Examinations Office along with two identical digital copies (as doc or pdf) on two separate data carriers (CD,DVD, stick). The delivery date is given in Wuestudy. In case the delivery date is fixed on a Sunday, the following working day is obligatory

## **Can I prolong the working time beyond the six month?**

You can apply for prolongation of the thesis period using a form (see webpage examination office or WueCampus2 Master Biosciences). Prolongation is possible up to two month. Application has to be latest 4 weeks before the delivery date. You have to give a reason why a prolongation is required. Missing or failed experiments, lack of data or additional time for writing are no accepted reasons. Accepted reason are Illness, accidents, broken equipment or delayed delivery of tools.

## **Grading of thesis and colloquium?**

The referees will grade the thesis while writing an expert opinion. After the thesis has been graded, you are allowed to defend your work in a colloquium. If for any reason the colloquium has to be timed earlier, your referees have to certify, that they will not grade the thesis worse than 4.0, which means passed. They can do so using the form required to apply for the colloquium at the examination office.

## **Colloquium?**

Your referees of the thesis are usually also the referees of the colloquium. The colloquium is 45 Minutes with a talk presenting your data (30 Minutes) followed by a discussion and questions you have to answer. The defense is open to the public and everybody can ask question.

## **Special notes?**

Due to the pandemic situation there might exist some specific rules. Please check

<https://www.uni-wuerzburg.de/studium/pruefungsamt/rechtliches-und-satzungen/hinweise-und-faq-zum-pruefungswesen/>

Version August 2020

snd. Hock (Dean examination comitée)

*Replace this by Title of thesis in  
in English AND  
in Deutsch*

**Master Thesis / Master Arbeit**

**Master Biosciences (Master of Science)**

Studyprogram XYZ

Faculty of Biology / Fakultät für Biologie

Julius-Maximilians-Universität Würzburg,

submitted by / eingereicht von

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Name

from / aus

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Place of Birth / Geburtsort

Würzburg,

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Date of Thesis Submission / Datum der Einreichung

Reverse page

**Supervisor /Betreuer(in) der Arbeit**

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**First reviewer, if not identical with supervisor) /  
Erstgutachter(in), falls nicht identisch mit Betreuer(in)**

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**Second reviewer / Zweitgutachter(in)**

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**Date of Submission, office stamp / Einreichungsdatum, Stempel**

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## **Affidavit / Eidesstattliche Erklärung**

### **Master Biosciences**

I hereby confirm that my master thesis entitled /  
*Hiermit erkläre ich an Eides statt, dass ich die Masterarbeit mit dem Titel*

is the result of my own work. /  
*eigenständig und eigenhändig angefertigt habe.*

I did not receive any support from commercial consultants. /  
*Ich habe keine Unterstützung kommerzieller Berater erhalten.*

I have given due reference to all sources and materials used in the thesis and have listed and specified them. /  
*Ich habe alle in der Arbeit verwendeten Quellen und Materialien ordnungsgemäß zitiert, aufgelistet und spezifiziert.*

I confirm that this thesis has not yet been submitted as part of another examination process neither in identical nor in similar form. /  
*Ich erkläre, dass die vorliegende Arbeit weder in gleicher noch in ähnlicher Form bereits in einem anderen Prüfungsverfahren vorgelegen hat.*

Place, Date / *Ort, Datum*

\_\_\_\_\_  
Signature / *Unterschrift*

**Master of Science study program**

Report-sheet on Practical Course

*(Laboratory Course/Field Course)*

Name of Student: \_\_\_\_\_

Matriculation Number: \_\_\_\_\_

Title describing the main content of the lab course / field course:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Institution where the course took place: \_\_\_\_\_

Course duration: From \_\_\_ / \_\_\_ / \_\_\_ (Day/Month/Year) to \_\_\_ / \_\_\_ / \_\_\_ (Day/Month/Year)

Name of supervisor: \_\_\_\_\_

Form of Examination\*: \_\_\_\_\_

Appraisal of achievements\*\*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grade\*\*\*: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of supervisor