

Comments on drafting a Master's thesis in the MSc Animal Biology and Biomedical Sciences Study Course at the University of Veterinary Medicine Hannover, Foundation

The Master's thesis includes the experimental work on a theme with scientific methods and a 30-minute disputation.

Registration

- ▶ The Master's thesis can be registered at the earliest after successfully passing all module examinations from the 1st to 3rd semesters. Additionally, the form found on the internet page should be used.
- ▶ The title of the thesis has to be given in both German and English (for a bilingual copy of the diploma supplement and certificate).
- ▶ The familiarisation phase with literature research etc. can be started before registration.
- ▶ The Master's thesis must be submitted at the earliest three months and at the latest six months after the date of registration. The dead-line can be extended upon request in exceptional duly justified cases by the Master's Commission by a further three months. Otherwise, the examination shall count as incomplete!
- ▶ Exceptions are, in particular, absence due to illness which is attested by a medical certificate or delays in experimental sections of the Master's thesis which have occurred through no fault of the student.
- ▶ Anyone who holds a doctoral degree and has proof of at least four semesters of teaching experience is eligible to be an examiner of the Master's thesis.

Master's thesis at an external institution

- ▶ The completion of the Master's thesis at an external research institution is only allowed on request if the opportunity for working on a particular theme is not given at the TiHo.
- ▶ The project for the external Master's thesis should be presented to the Commission if necessary in the form of a short presentation.
- ▶ The master's supervisor has to be guaranteed by the TiHo (written confirmation).
- ▶ Apart from the written confirmation of the external supervisor, a CV of his/her scientific career has to be provided.

▶

Submitting the Master's Thesis and the Disputation:

- ▶ The Master's thesis can be submitted in German or in English.
- ▶ Three copies in DIN A4 format must be handed in to the Registrar's Office, 1st Floor, TiHo-Tower. A CD of the file is not required for the library.
- ▶ The examiners should be given a dead-line of four weeks after the Master's thesis has been submitted for assessing the thesis. The date and venue for the subsequent 30-minute disputation shall be individually agreed by the students with the examiners and the Secretariat should be informed thereof.

Formatting guidelines for the Master's Thesis

Basically there are no specifications for the printed copy of the Master's thesis as there are for example dissertations. The following guidelines can, however, be used as a recommendation:

- ▶ Print image: line width: 16 cm, page length: 23 cm
- ▶ Optimal font size 12 Arial, 1 ½ spacing
- ▶ Ideally place the page number in the middle of the page over the typeface.
- ▶ The best would be to use a laser printer for the printout. The typeface must appear jet black.

Page 1	of the thesis is the title page (see sample)
Page 2	(see sample) has to include: <ul style="list-style-type: none">• 1st examiner• 2nd examiner• Day of oral examination:• Where applicable: supported by which institute.
Page 3	possible dedication (If no dedication is written, the table of contents should start on page 3.)
Page 5 onwards	Table of contents, list of abbreviations, list of figures/tables Summary in English and German; each preceded by the name of the MSc student and the title of the Master's thesis.
Last page	Acknowledgement

The actual text should begin on the right-hand page (odd numbers).
The pages should first be numbered starting with the body text (Introduction). The standard guidelines should be used for compiling the bibliography.

Sample of the title page

From the.....(Institute
/Clinic).....

(without foundation) University of Veterinary Medicine Hannover
(supervisor's institute at the TiHo,
if appropriate additionally the name of the external scientific institution;
if the supervisor is a member of the teaching staff of the University of
Veterinary Medicine Hannover, the external scientific institution can be
listed exclusively)

MASTER'S THESIS

in partial fulfilment of the degree of

MASTER OF SCIENCE (M.Sc.)

By the University of Veterinary Medicine Hannover

submitted by

forename, surname (if appropriate, name of student at birth)

from (place of birth)
Hannover 20..... (year)

completed at (Institute)
of the University of Veterinary Medicine Hannover

Sample second page

Supervisor: Professor xxx

1st examiner Professor xxx
 Institution
 University

2nd examiner: Professor xxx,
 Institution (Institute, Clininc)
 University of Veterinary Medicine Hannover

Date of Disputation: