

# **Guidelines for the preparation of a Master's thesis**

## **Table of Contents:**

1	Handing out the thesis assignment sheet and handing in the Master's thesis	2
2	Structure _____	2
3	Content design of the thesis _____	2
4	Parts of the thesis to be handed in _____	3
5	Thesis defence _____	3
6	Template for Master's thesis title page _____	3
7	Form sheet for statement of authorship _____	5
8	Registration in the thesis databank (ADa) _____	6
9	Format for title blocks and drawings _____	6
10	Poster design _____	6
11	Rules for the preparation of a Master's thesis _____	7
12	Bibliography and list of literature _____	8

**Annex: Ex-matriculation confirmation / Declaration of assurance from students**

**Annex: application for extention of the thesis**

## **1 Handing out the thesis assignment sheet and handing in the Master's thesis**

1. The assignment and wording of the topic for the Master's thesis is done by the supervising professor.  
Prerequisite for the handing out of the thesis assignment sheet is the obtainment of a minimum of 80 Credits (study programme Environmental Engineering).
2. Handing out of the thesis assignment sheet and handing in of the thesis will take place in the Faculty of Civil Engineering, room Z 537. Please contact Ms. Lindner and make an appointment. Both dates will be officially registered.
3. An extension of the submission deadline is possible in cases of unforeseeable reasons for which the student is not responsible and only for a maximum of up to 4 weeks. The extension is to be approved by the chairman of the examination board (please use template below). Prior to that, a statement by the supervisor is to be obtained. He should suggest the duration of prolongation. In case of prolongation due to illness you will need to hand in the application for extension together with your sick note. It is not permitted to work on your thesis during sick leave. You will need to document the status of your thesis to your supervisor at the beginning of your sick leave.
4. Please make an appointment with Ms. Lindner (room Z 537) to hand in your thesis on the due date.

## **2 Structure of the Master's thesis**

1. Title page as shown in template (section 6)
2. Thesis assignment sheet (original to be bound into the first copy of the Master's thesis, a photocopy into the second thesis)
3. Hypothesis/ abstracts
4. Table of contents and if necessary appendix
5. Text
6. Bibliography and list of literature (section 12)
7. Statement of authorship as an affidavit (section 7)
8. Appendix
9. Drawings irrespective of method used in all copies as equal originals

## **3 Content Design of the Master's thesis**

1. Please use the following DIN standards when preparing your thesis: 1301/1, 1302, 1304/1, 1421, 1422/1-3, 1505/2-3, 6774/1-2
2. Lack of expression, spelling, punctuation and layout will diminish the value of your thesis and affect the grading.
3. Please use a letter height of minimum 12 points in the text and line height of > 16 points
4. The hypothesis should summarise objectives, methodology and results in maximum 2 pages. They should be visualised in short paragraphs (numbered or bullet points). Alternatively to the hypothesis you can write a short abstract of maximum half a page in German or English.
5. All requirements of the thesis assignment are to be fulfilled; changes can only be made by the supervising professor.

6. The thesis should be structured logically, calculations and methodology should be verifiable, supplementary information can be added in the appendix.
7. Drawings are to be computer-based; title blocks designed according to the template (section 9)
8. The bibliography and list of literature (chapter 12) should contain all materials used, as the use of intellectual property has to be quoted according to the citation system (DIN 1505).
9. The first copy of the thesis should be in bound form. Drawings can be attached in a suitable form. Please discuss with your supervisor how the other copies should be handed in (in bound form or as ready-to-copy material). Possibly a data storage device will be required.
10. Please enter your thesis information into the university thesis database (Abschlussarbeitendatenbank) (section 8).
11. Upon request a poster summarising the Master's thesis should be prepared according to the template (section 10).

#### **4 Parts of the Master's thesis to be handed in**

1. Two identical copies of the thesis are to be handed in (see chapter 3.9), unless a third copy is required by the supervisor.
2. Each copy must contain the hypothesis/ abstracts.
3. Signed statement of authorship (with the wording as specified in the template) in each copy (section 7)
4. Depending on the requirement of the thesis assignment, print and data file of the poster (section 10)
5. Depending on the requirement of the thesis assignment, all measured data and the Master thesis on a data carrier.
6. In case of an application for extension of submission date, please speak to your supervisor if the original and a photocopy of the application should also be bound in the thesis (it needs to be handed in with the thesis in any case).

#### **5 Thesis defence**

1. The Master thesis is to be defended in an oral colloquium.
2. Prerequisite for the defence of your thesis are the successful completion of all exams in accordance with the examination regulations and the handing in of the document "Abmeldebestätigung-/Entlastungserklärung" (see template) to your supervisor.
3. Please present the main results of your thesis in a 20 – 25 minute presentation.
4. Photos, slides and drawings should be clearly visible (> 16 pt) during the presentation

#### **6 Template for Master's thesis title page**

Content and layout of the Master's thesis title page should be in accordance with the template provided.

Title

To obtain the academic degree of

**Master of Engineering (M. Eng.)**

Faculty of Civil Engineering

University of Applied Sciences – Hochschule für Technik und Wirtschaft Dresden

Presented Master's Thesis:

Written by

Date of birth

Place of birth

Date of submission:

Reviewer:

## **7 Form sheet for statement of authorship**

### **Statement of authorship**

I hereby confirm that the thesis titled

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has been written solely by me, none other than the stated sources and tools have been used. Any use made of the works of other authors, in any form (e.g. ideas, figures, text, tables etc.), have been properly cited and/or acknowledged.

I am aware that the University of Applied Sciences can undertake random spot checks of theses using plagiarism software.

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place, date

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signature student

### **Alternatively for group work:**

### **Statement of authorship**

I hereby confirm that the designated parts of the thesis titled

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have been written solely by me, no other than the stated sources and tools have been used. Any use made of the works of other authors, in any form (e.g. ideas, figures, text, tables etc.), have been properly cited and/or acknowledged.

I am aware that the University of Applied Sciences can undertake random spot checks of theses using plagiarism software.

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place, date

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signature student

## 8 Registration in the thesis databank (ADa)

You will find the link to our university thesis database [Abschlussarbeiten-Datenbank](#) on our faculty website [Internetseite der Fakultät/Service/Rund ums Studium](#). Please enter your theses information (in back-end) prior to handing in your thesis. In case of business cooperation, please also state this in the database.

## 9 Format for title blocks and drawings

Hochschule für Technik und Wirtschaft Dresden, Faculty of Civil Engineering/ Architecture Friedrich-List-Platz 1, 01069 Dresden	
[title, e.g. site plan version A]	page number:
	scale:
	date:
Master thesis: [summary of topic]	Bearbeiter:
	matr.-no.:

## 10 Poster design

Size: Poster (portrait format **70x100** cm)


Content:

- Title of the Master's thesis
- State the university and faculty
- State information of the author, brief educational and career background
- Name of supervising professor at the university
- The text should include the task, approach and the main results including drawings and pictures.

Submission: Print version to be handed out (layout see below) and in data-format. Print out and data-format must be identical.

Deadline: At the defence date or in accordance with arrangements made with supervisor.

## Template for poster:

 <p>UNIVERSITY OF APPLIED SCIENCES DRESDEN – HTW Faculty of Civil Engineering/Architecture Course of study: Environmental Engineering Subject area: XXXXXXXXXXXX</p>	<h1>MASTERS THESIS</h1> <p><i>Title</i></p> <p>Supervisor: Prof. Dr.-Ing. X. XXXXXXXXXXXX Duration: (semester/ year)</p>	<p>Author Name Date and place of birth Education</p>  <p>height ca. 20 cm</p>
<p>edge distance 2 - 3 cm</p> <div style="border: 1px solid red; padding: 10px; text-align: center;"><p>total size of poster: 70 x 100 cm</p></div> <p><b>Free design with outline of the thesis (short text and visual presentation)</b></p> <p>We suggest you use the following structure:</p> <ul style="list-style-type: none"><li>Description of the task / topic</li><li>Description of methodology</li><li>Summary of the result</li></ul>		

## **11 Rules for the preparation of a Master's thesis:**

- DIN 1301      part 1      units
- DIN 1302                      general mathematical terms and characters
- DIN 1304      part 1      symbols
- DIN 1421                      structure and numbering in texts
- DIN 1422                      publications
- part 1      presentation of manuscripts
- part 2      design of fair copies for reprographic procedure
- part 3      typographic design
- DIN 1505                      title of documents
- part 2      rules of citation
- part 3      bibliography

## **12 Bibliography and list of literature**

The origin of the statements should be verified through careful reference. The bibliography (list of references) is to be created according to the guidelines below. You should have (at least in part) read all works cited in the original to make sure you correctly reproduce the statement of the source. If a source is not accessible, you should indicate from which other source the quote comes, for example "(quoted in Ebel et al., 2004)".

### In- text citations

According to **DIN 1505-3 (1995)** the in-text citation consists of:

- Name of the (first) author
- Year of publication of the document
- Optionally a (lowercase) letter to differentiate otherwise identical citations

You may deviate from these requirements if, for example, no author is given. Two authors are to both be named and interconnected by "&" or "and". The character "&" has the advantage that both German and English authors are cited in the same manner. If there are more than two authors, the first author is mentioned and then followed by "et al.". "Et al." comes from Latin, and can also be used for German authors.

If the citation is meant to be part of the sentence in the main text, the citation is used in the sentence without parentheses, as described in DIN 1505-3 (1995). The year is then included in parentheses.

Examples:

... adjusted according to the fish types (Maurer, 2005), since smaller fish ...

... Schulze et al. (1999) and Bauknecht (2004a) report that ...

... lack of planning incurs greater costs (TUFF & SANDER, 2003) and ....

### Citations in the Bibliography

DIN **1505-2 (1984)** specifies in which order, type and formatting each source name should be compiled in the bibliography. Since each literature type requires different information for their full descriptions and has been historically established for different disciplines, there is some variation here. You are to choose one format and consistently implement it for all cited sources.

### **Suggestions**

For a journal article:

Author(s) (Year) Title of Article. Name of the Journal Volume(Issue), Pages.

Example:

Hartmann, U., Hess, H., Zior, F. (2005) Modelbased planning for the use of potential retention spaces along the Gersprenz. Water Resources 95(9), 28-32.



Names (Titles) of journals can also be abbreviated in accordance with international conventions. You will often find the appropriate abbreviations in the bibliographies of the articles you cite.

For a book:

Author(s) (Year) Title of Book. Edition, Publisher, Place of Publication.

Example:

Barkowski, D., Guenther, P., Hinz, E., Röchert, R. (1993) Legacy contamination. Handbook for the assessment and containment of risk through contaminated sites. Ecology and Farming Trust, 4th ed., C.F. Müller GmbH, Karlsruhe.

For publications by government authorities, associations and others, where no authors or editors can be identified, a logical short form can stand in place of the author's name.

Example:

*LfUG (2002) Saxon State Office for Environment, Agriculture and Geology: Groundwater Situation in Saxony from 1996 to 2000. Saxon Print and Publishing House AG, Dresden.*

If no publisher is given or the procurement appears to be difficult, specifying the ISBN or ISSN at the end of the source is helpful.

The source names must be listed in alphabetical order. The alphabetical order is determined according to **DIN 5007 (1991)**. To save space in the bibliography, reference citations are often indented on the second line and written without the insertion of blank lines between each reference.

The bibliography may only contain the source information that is referenced in the text (Scholz, 2001).

### Further Reading

Ebel, H.F., Bliefert, C., Russey, W.E. (2004) The Art of Scientific Writing: From Student Reports to Professional Publications in Chemistry and Related Fields. 2nd ed., Wiley-VCH Verlag GmbH & Co. KGaA, Weinheim.

DIN 1505-2 (1984) Norm DIN 1505 Part 2, Januar 1984. Titelangaben von Dokumenten: Zitierregeln (Citing Titles of Documents: Quotation Rules)

DIN 1505-3 (1995) Norm DIN 1505 Teil 3, Dezember 1995. Titelangaben von Dokumenten: Verzeichnisse zitierter Dokumente (Literaturverzeichnisse) (Citing Titles of Documents: Bibliography of Cited Documents)

DIN 5007 (2005) Norm DIN 5007, August 2005. Ordnen von Schriftzeichenfolgen (ABC-Regeln) (Ordering of Letters)

Scholz, D. (2001) Diplomarbeiten normgerecht verfassen. Würzburg: Vogel Fachbuch. *HTW-Bibliothekssignatur AK 39580 01 1312 01-*