SUPERVISION OF MASTER THESIS
Concerning Erasmus Students for Academic Research Activities

Dear student,

If you would like to write your master thesis at Munich University of Applied Sciences a supervisor needs to be found first. We therefore require you to send additional documents along with your application for the exchange semester. These documents will be forwarded to the departmental coordinator of the responsible department, who will check whether a thesis can be written and a supervisor is available.

Please note that within our exchange programs the supervision of a thesis cannot be guaranteed. However, students can always attend regular lectures during the exchange semester.

The deadlines for sending in the documents are:
- **May 15th** for an exchange in the winter semester, and
- **December 15th** for an exchange in the summer semester.

**PLEASE HAND IN THE FOLLOWING DOCUMENTS:**

**STEP 1**

- **Letter of Intent of the professor at the home university**, who is acting as the supervisor of the master thesis, declaring his/her support for the cooperation with Munich University of Applied Sciences and recommending you for a research stay in Germany;

**Letter** explaining that the master thesis will be realized in English or German and the academic approach / method according to one of the following two options, including the supervising professor’s formal approval

  a) **Supervision only** (no grading): professor and student meet once a month to discuss the progress of the master thesis. A 'Research Proposal' is submitted by the master student, which consists of three written and successfully passed assignments e.g. documentary proof of the latest research in the study area, documentary proof of the empirical method and the research concept, documentary proof of an outstanding technical contribution through reviews on the subjects of your master thesis.

  or

  b) **Joint grading** together with the supervising German professor of the master thesis (written in English or German), i.e. joint assessment with the German professor accounting for 25% of the final grading.
STEP 2

Please send the documents via Email as ONE pdf.

✓ Copy of the Bachelor / Diploma Degree Certificate
✓ Actual Curriculum Vitae (2 pages)
✓ Current Certificate of Matriculation at home university
✓ Current Transcript of Records (covering at least 2 study terms / 60 ECTS)
✓ Research Proposals within the field of studies

STEP 3 (Munich/Germany)

▪ completion of 2 modules (10 ECTS) of a master programme at Munich University of Applied Sciences (in English or German).

or

internship contract with a company in Germany (at least 20 employees) of a duration of at least four months within the framework of the development of the master thesis.

STEP 4 (Munich/Germany)

When the student completes his stay at Munich University of Applied Sciences (MUAS), he receives a letter of confirmation from the professor at MUAS, stating that the student has successfully fulfilled his assignments and is recommended to receive his/her 30 ECTS for his/her research term at MUAS.

FURTHER INFORMATION

Please check the respective department’s website (http://bw.hm.edu) for further information. You may also contact the Provost of Internationalization of the Faculty or the specifically designed coordinator of the Faculty in charge of your university. We will inform you as soon as possible whether it is possible for you to write your thesis at Munich University of Applied Sciences or not. Please do not hesitate to contact us if you have any questions.

Best regards,
Your International Affairs Team

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