

Information NCP Master Thesis

The following information intends to inform you about the Master thesis' formal requirements. Please note that before you start your master thesis you should have successfully completed all courses/seminars in the NCP semesters 1 through 3 and registered your thesis at the NCP coordination office (Nadine Gögler). The registration form will be send to you by mail.

Please register your Thesis at the latest by February 15th and start your Master Thesis project not later than **February 28th of each year**. The **deadline** for submitting your thesis is **August 28th of each year**. The duration of your master thesis project is exactly 6 months. Extensions can be granted in exceptional cases by the Examination Office after an official application but mind that you would have to register and **pay tuition fees for the fifth NCP semester** if you submit the Master Thesis later than September 28th!

- I. Your thesis should in its style follow a journal article and include an abstract, introduction, method, results, discussion, and references (possibly appendices). You can either use a manuscript style (tables, footnotes, figures, and figure captions follow body of text) or journal style (tables, footnotes, figures, and figure captions are incorporated in the text). The first page of the thesis should include the thesis' title, your name, etc. (see below); the last page your **'declaration of autonomy'** (see below). Note that this **'declaration of autonomy'** has to be **signed personally** within every hard copy of your Thesis.
- II. Length of Thesis: between 10.000 and 20.000 words (i.e., 40-80 pages; double spaced).
- III. Submission Deadline: August 28th 2018 (at the latest). Please hand in three bounded copies of your thesis at the Examination Office (Contact person: Mrs. Vurnek - <http://www.pags.pa.uni-muenchen.de/personen/sachbearbeitung/vurnek/index.html>). Your supervisors (see points V and VI) will be provided with two copies by the Examination Office; one copy will be archived by NCP. You can hand in your thesis in person or via post. The date as postmark specifies the submission date.
- IV. The Master Thesis projects have to be carried out at an **NCP lab** (research group within the NCP teaching network) or at an **external lab/ institution in cooperation with a NCP lab** (e.g., the NCP-supervisor has an existing collaboration with the host institution).
- V. **Due to formal reasons the first supervisor must be a professor or PD (i.e., 'Privatdozent')** or have already reached an advanced stage in his/her post-doctoral academic development (e.g., opening of the "Habilitation" procedure, first-author publications in international, peer-review journals). If you are unsure whether you fulfill the latter requirement, please contact Prof. Dr. Thomas Geyer (geyer@lmu.de). **Furthermore, the first supervisor must come from the NCP teaching network (i.e., he or she gave courses in NCP).**
- VI. The second supervisor must not necessarily be a professor (or PD) and come from the NCP teaching network. This person can also be a collaborator at a different teaching unit (i.e., from abroad) with his/ her supervision resulting from a common research project with the first supervisor. The second supervisor must at least be awarded with a Diplom-, Master-, Dr. phil.- or Ph.D.-degree.

- VII. **Grading.** As soon as you hand in your thesis at the Examination Office it will be send to the supervisors who will be requested for fast evaluation. At the earliest your Master degree certificates will be available around October/ November of each year (provided that the thesis was submitted till end of August).

Further issues:

I. **Change of Thesis Title (keep me informed)**

The thesis title indicated in the registration form is officially registered (for the record) and can only be changed via an original letter (no specific form) from the *first* supervisor addressed to Mrs. Vurnek (at least 4 weeks before thesis submission) indicating that the topic of the thesis project has not been changed (!) but the old title [indicate old title] will be changed to [new title].

II. **Change of Thesis Supervisor (keep me informed)**

The thesis supervisors indicated in the registration form are officially registered and can only be changed via a written letter (no specific form) from the student addressed to Mrs. Vurnek providing substantiated and detailed reasons for a change; in addition, a confirmation letter (no specific form) from the potential new supervisor indicating that he/ she is willing to supervise the thesis project (indicating student's name and matriculation number, new supervisor's name, email address, telephone number, academic title, postal address, hosting lab address and thesis title) has to be send to Mrs Vurnek.

III. **Deadline extension** for NCP Master Thesis (keep me informed)

It is possible to extend the submission deadline if you can provide valid reasons for a delay,

- e.g. Illness → present medical certificate to Mrs. Vurnek;
- Technical problems or problems with subject recruitment → Original supporting letter (no specific form) from at least one supervisor, addressed to Mrs. Vurnek → content: reason(s) for delay, recommendation for a deadline extension, suggestion of a new submission date in line with the reasons

- IV. **Participation in colloquium course Y:** Participation is compulsory if the Master thesis project is carried out in Munich. Exceptions are possible: Contact me before the project start/ start of the lecture period. If the Master thesis project is NOT carried out in Munich, students have to participate in an equivalent weekly course. In addition, students have to present their ongoing thesis project work at least once. The supervisor at the host institution has to grade the presentation according to the NCP grading scheme and has to confirm the regular course participation and presentation.

[Example: first page of Thesis]

Title of Thesis

Submitted by

your name here

Thesis

Presented to the Department of Psychology/Neuro-Cognitive
Psychology
of the Ludwig-Maximilians-Universität in Munich

Supervisors:

Name & Address

For the degree of

Master-of-Science
in Neuro-Cognitive Psychology (M.Sc.)

Ludwig-Maximilians-Universität in Munich

August 201X

[Example: last page of Thesis]

Declaration of autonomy

I hereby confirm that I did the present work by myself and that I have used no other sources/ references than those mentioned in the reference list. I did not submit this thesis to another university examination office and the present study is/ studies are not yet published.

Date, Signature