

**Registration of subjects for Master's thesis**  
**Healthy and Sustainable Buildings**  
**(SPO: 01.10.2019 & 15.03.2020)**

(According to § 11 of examination regulations of Deggenndorf Institute of Technology)

Name and first name of student: \_\_\_\_\_

Matriculation No.: \_\_\_\_\_ Sem.: \_\_\_\_\_ Phone/Mobil: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Co-Supervisor: \_\_\_\_\_

**If the Master's thesis is supervised by a professor not resident at the DIT, he or she must be determined as a examiner by the examination board in advance (application to the examination board necessary!)**

Name and address of company or institution:

\_\_\_\_\_

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

Phone.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Titel of the Master's thesis in **English** (title at the time of issue):

\_\_\_\_\_

Summary of topic:

\_\_\_\_\_

Date of registration: \_\_\_\_\_

Date of issue of the Master's thesis topic

Submission date: \_\_\_\_\_

Processing time from registration 6 months,  
please enter the latest possible submission date.

\_\_\_\_\_  
Date, student's signature

\_\_\_\_\_  
Date, Signature of supervisor

\_\_\_\_\_  
Date, signature of the course coordinator

**Distributor for Master's thesis registration:**

1. Signature student, supervisor and course coordinator
2. Submission of registration at the centre for studies
3. Copy for company, BaföG, supervisor and himself if necessary

**Submission of Master's thesis:**

1. The Master's thesis must be handed in on time to the centre for studies.
2. The „cover sheet“ and „Declaration“ are to be binded into the Master's thesis.

The student is only allowed to fill in the application form on a PC. Registration must be submitted to the centre for studies immediately after the issue of the topic.

## Prerequisites and deadlines for Master's thesis

### **§ 11 General Examination Regulations of the Deggendorf Institute of Technology**

Par. 2: In Master's degree courses, the framework for the deadline for the Master's thesis is determined by the relevant study and examination regulations. It shall be not exceed six months.

### **§ 10 Framework Examination Regulations**

Par. 2: If the Bachelor's or Master's thesis has been graded „nicht bestanden / failed“, it can be repeated once with a new topic. The deadline for the submission of the Bachelor's or Master's thesis to be repeated begins at the latest six months after the announcement of the first rating.

### **§ 7 Study and Examination Regulations (SPO: 01.10.2019 & 15.03.2020)**

Par. 2: The time period between deciding on the topic and submitting the thesis must be proportionate to the scope of the topic and is set at six months.

Par. 3: The Master's thesis may be written in English or German with the consent of the examination commission. Finally, it is to be presented as a public lecture before the university; the presentation is included in the assessment of the Master's thesis.

Par. 4: In order to register to do a Master's thesis, students must have obtained at least 60 ECTS credits.

### **Addition to the Study and Examination Regulations**

The examination board of the Faculty European Campus Rottal-Inn has decided not to further restrict the time limit of the General Examination Regulations from the issue to the submission of the Master's thesis. Applications for an extension of the deadline for processing or for the return of the subject matter must be submitted to the examination commission in writing, stating reasons at least two weeks before the deadline (§ 11 Par. 4 No. 4 APO). Only those can be claimed as reasons which are not represented by the student and which are either founded in the person of the student or represented by the university.

The Chairman of the examination board

Prof. Dr. Marcus Herntrei

## Specific Instructions

For the preparation of the Master's thesis in conjunction with § 8 und § 11 RaPO (Rahmenprüfungsordnung für die Hochschulen in Bayern, BayRS 2210-4-1-4-1-WFK), § 11 APO (Allgemeine Prüfungsordnung der Technischen Hochschule Deggendorf), in the respectively valid version.

The Master's thesis shall be prepared pursuant to the regulations set forth in RaPO and APO of the Technische Hochschule Deggendorf. In addition the following „Special Regulations“ are binding in the study courses of the Faculty European Campus Rottal-Inn by decision of the examination board:

### **1. Registration for the Master's thesis:**

- 1.1. Registration for the Master's thesis must be signed by the student, the supervisor and the course coordinator.
- 1.2. The completed Master's thesis registration form, signed by all persons mentioned in point 1.1., must be submitted to the Centre for studies (EC 2.13).
- 1.3. If necessary, copies must be made for the company, the BaföG Office, the supervisor and for the student himself.

### **2. Scope and layout of the Master's thesis:**

- 2.1. The „cover sheet“ form must be included on the first page of the thesis.
- 2.2. The thesis must include a complete list of literature used, information received and other sources in APA-style.
- 2.3. The Master's thesis (as well as illustrations) are to be submitted in original or original quality. The logo of the Deggendorf Institute of Technology may only be used on the cover sheet and only in the given form. Neither the university logo nor a company logo may be included in the header or footer inside the thesis.
- 2.4. The candidate must declare in writing that he/she has completed the paper independently and without external assistance and has indicated all the tools used. The „Declaration“ according to the standard declaration must be inserted at the end of the paper.
- 2.5. If necessary, a declaration of content for fee-free publication in the university sector must be completed.
- 2.6. Details must be clarified with the supervising lecturer, in so far as deviations from these special regulations are also possible.

Cover page	Design see attachment
Table of contents	Up to outline level 3
List of abbreviations	Verdana 10 Standard
Text segment	80 DIN A4 pages, without cover page and index * Plans in A3, A2 or A1, in agreement with the supervisor
Left edge	3,0 cm
Right edge	2,0 cm
Top edge	2,5 cm
Lower edge	2,0 cm
Font	Verdana 10 Standard
Paragraph alignment	Full justification with hyphenation
Line distance	1,5 lines
Main headings	Verdana 12 bold
Headings	Verdana 10 bold
Illustrations	All illustrations consecutively numbered, legend in Verdana 8, left-justified
Charts	All tables consecutively numbered, legend in Verdana 8, left-justified
Citation & Literature index	APA, current version
Paper thickness	80 – 120 g
Cover and binding	Hard- or softcover (optionally printed) Adhesive binding

\*The actual scope should not exceed or fall short of 10%, otherwise the supervisor may refuse acceptance and return the work for review.

### **3. Submission of the Master's thesis:**

- 3.1. The thesis must be submitted with one original bound copy to the Centre for studies (EC 2.13). The thesis remains with the Faculty European Campus Rottal-Inn (supervisor).
- 3.2. A digital submission of the Master's thesis as a PDF file via the corresponding iLearn course is required. The PDF-file must be named as follows: course-name\_name\_first-name\_date (Example: John Doe will submit his Master's thesis in the study course Master Healthy and sustainable Buildings on 31.07.2021 and will name his PDF-file as follows: HSB\_Doe\_John\_20210731)
- 3.3. If necessary, a second copy shall be submitted to remain in the library if the grade is 1,3 or better.
- 3.4. There must be at least 4 weeks between submission and defence of the Master thesis.

#### **4. Defence of the Master's thesis**

- 4.1. The defence of the Master's thesis lasts 30 minutes. The examination board of the Faculty European Campus Rottal-Inn nominates two supervisors, the supervisor and the co-supervisor of the Master's thesis.
- 4.2. The defence of the Master's thesis usually takes place during the last week of the examination period, but not earlier than four weeks after submission of the Master thesis. The dates will be announced separately.
- 4.3. The procedure of defending the thesis is usually structured as follows:
  - The candidates present their Master's thesis in a presentation (PowerPoint, etc.).  
Duration: approx. 20 minutes
  - The examiners then ask questions about the presentation.  
Duration: approx. 10 minutes
- 4.4. The presentation should cover the following topics:
  - Assignment, focus and objectives of the Master's thesis
  - Procedure,
  - Conclusion and perspective
- 4.5. A projector is provided for this purpose. It must be communicated as soon as possible, should further media be required.
- 4.6. Weighting of the defence of the Master's thesis: 25%
- 4.7. The defence of the Master's thesis is open to the public. If the candidate does not agree with this, this must be notified in writing by e-mail or letter to the examination board at least one day before the presentation date.
- 4.8. Clothing should be chosen according to the occasion.

# Master's Thesis

European Campus Rottal-Inn  
Technische Hochschule Deggendorf

Faculty European Campus Rottal-Inn

Degree course: Healthy and Sustainable Buildings

Topic in English

Master's Thesis to obtain the academic degree:  
Master of Engineering (M. Eng.)

Submitted by: Name, First Name, Location, Matriculation Number

Supervisor: Titel, Name of supervisor

Pfarrkirchen, \_\_\_\_\_

## Declaration

Name of student: \_\_\_\_\_

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

Topic of Master's thesis: \_\_\_\_\_

1. I hereby declare that I have independently written my Master's thesis, that I have not yet submitted it elsewhere for examination purposes, that I have not used any sources and tools than those indicated, and that I have marked literal and analogous quotations as such.

Pfarrkirchen, \_\_\_\_\_  
Date

\_\_\_\_\_  
Student's signature

2. I agree that the Master's thesis will be made accessible to the general public via the library of the university.

Yes

No

Pfarrkirchen, \_\_\_\_\_  
Date

\_\_\_\_\_  
Student's signature

I declare and guarantee that I am the sole owner of all the rights to the Master's thesis including the right of disposal over templates as attached illustrations, plans or similar, and that by making them public accessible I will not violate any rights and claims of third parties or legal provisions.

If the author agrees to make the Master's thesis available, please fill in the following form:

3. A copy of the Master's thesis should be included in the library's collection.

approved

not approved

Pfarrkirchen, \_\_\_\_\_  
Date

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