

Questions and Answers

Internship:

- **What is the purpose of the Internship?**

In the third semester, it is part of the module "Research Experience" to do an Internship in order to prepare the master thesis. This Internship shall help you to find a supervisor and a topic for the master thesis as well as to gain practical skills necessary for planning, implementation, and evaluation. At the end of the third semester (in January / February 2014), you have to give an oral presentation of the project outline to your master thesis in the module "Advanced Neurocognitive Methods". During your Internship you shall prepare this presentation. You can already collect first test data e.g. to check planned designs.

- **Where can I do the Internship?**

Internships can be done in FU projects, but also in external projects at research institutions in Berlin, Germany, or abroad. When looking for a place for your Internship, please keep in mind that this Internship is a preparation of the master thesis. Therefore, make sure to contact one of the Internship Coordinators as soon as possible in order to discuss what to do and how to organize the Internship, and thus also the master thesis, early enough. The Internship Coordinators are the professors teaching in the SCAN Master Program: M. Bajbouj, H. Heekeren, A. Jacobs, P. Koelsch, F. Pulvermüller, and F. Blankenburg. One of these coordinators will also be the primary reviewer for the master thesis.

The Internship can also be completed separately. You don't have to write the master thesis on your internship experience.

- **Where do I have to apply for the Internship?**

At the homepage, you will find the application form. Please fill in the form and send it to Mr Christian Müller in the Prüfungsbüro (Examination Office).

The form is also available in English:

http://www.ewi-psy.fu-berlin.de/einrichtungen/serviceeinrichtungen/pruefungsbuero/master_ewi_und_psy/master_scan/antraege/index.html

- **Which Internship Coordinator is responsible for me?**

Coordinators are the professors teaching in the SCAN Master Program: M. Bajbouj, H. Heekeren, A. Jacobs, P. Koelsch, F. Pulvermüller, and F. Blankenburg. As you should prepare your master thesis during the Internship, it would be best to choose that professor as coordinator, who will also supervise your master thesis.

- **Can I still apply for the Internship, if it already has started or if I have already completed it?**

Don't worry about the recognition. From an insurance point of view, however, you should apply for the Internship before you start it. Please ask Mr Petri for more information.

- **How will the Internship be evaluated?**

The Internship is part of the module "Research Experience". It prepares for the master thesis. At the end of the third semester (in January / February 2014), you have to give a presentation of the project outline to your master thesis. This oral presentation should be 15-20 min, followed by a discussion (also 20 min). The presentation is part of the Project Seminar "Advanced Neurocognitive Methods". You will be graded. This grade will constitute 20 % of the assessment of the report (called Exposé) you have to write in the module "Research Experience". The supervisor of your master thesis is responsible for the evaluation of this Exposé.

The Exposé will be sent to the supervisor of the master thesis, who will suggest a grade. If the supervisor is not a SCAN professor, the Exposé with the suggested grade will be forwarded to the SCAN professor who is the second reviewer. He is responsible for the final note for the exposé.

From the very beginning, we want to help you to find a topic and give you feedback. This is why we offer dates in November, on which you can present first ideas of your master thesis by giving short reports and receive feedback. Participation in the early dates in November is voluntary.

Participation in the dates in January / February is compulsory.

Jana Lüdtkke will take care of the coordination (jana.luedtke@fu-berlin.de).

A separate Internship Report is not required.

- **Does the work as a student assistant qualify as an Internship?**

No. The work as a student assistant in a research project is to be strictly separated from an Internship, which is as a formal academic performance to be delivered. Of course, you can do an Internship in the project, on which you are working. This is additional studying time during which you are solely preparing your own master thesis. This also means that evaluations made during your job as a student assistant cannot replace the master's thesis. If you want to use existing project data from a re-analysis for your thesis, you have to clarify this with both your supervisor and the second reviewer.

- **If I already completed an internship before I started the master's program, does this qualify for the internship?**

No, please see other answers.

- **Can the Internship be divided?**

Yes, but it should be limited to two Internships.

- **Is the Internship meant to get practical experience and ideas for the master thesis or should I already have a topic in mind and do the Internship in order to collect data and evaluate them for the master thesis while being monitored?**

Both possible. The Internship is the preparation of the master thesis.

For the master thesis you can also work on your own projects and/or implement them or you can cooperate with running projects and integrate existing topics.

In both cases the Internship helps you to get familiar with methods and necessary analysis skills.

Master thesis

- **Who supervises the master thesis?**

In general, the master thesis has to be written and evaluated here at the FU. You need two reviewers. If the supervisor is one of the SCAN professors, the Examining Board designates a second reviewer. If the supervisor is not a SCAN professor but a scientific assistant (Post-Doc), the second reviewer has to be one of the SCAN professors.

Should you plan to collect data for your master's thesis in co-operation with an external laboratory, please contact the the SCAN professors who is also one of the reviewers as early as possible for further coordination.

- **When, where, and with whom do I have to register the master thesis?**

According to the examination regulations, the master thesis can be registered if all other modules are completed. Please send your application to Mr Christian Müller at the Prüfungsbüro (Examination Office). In exceptional cases, a registration is possible if one or more modules have not yet been completed. In these cases, however, you need the approval of the Examining Board.

You will find the application form for registration on the web pages of the Prüfungsbüro (Admission Office):

http://www.ewi-psy.fu-berlin.de/einrichtungen/serviceeinrichtungen/pruefungsbuero/master_ewi_und_psy/master_scan/antraege/index.html

Please enclose an abstract of your project (or at best the Exposé together with the evaluation) for the Examining Board.

- **How do I find out whether my topic and the supervising research group are OK?**

Discuss the topic of your work as early as possible with both reviewers. Also, the short reports in November help to get feedback.

- **How long do I have time for the master thesis once it is registered?**

Pursuant to the examination regulations you have 22 calendar weeks after the topic has been approved by the Examining Board. Upon approving the topic, the Examining Board also sets the official deadline. You may hand in your thesis earlier.

- **What shall the master thesis look like?**

It should have the length and format of an article in a journal specialized on SCAN (for example Neuron, Journal of Cognitive Neuroscience, Journal of Neuroscience, Biological Psychiatry). You will receive specific information from your supervisors and reviewers.

- **Will there be a defense?**

According to the examination regulations, there is an oral examination after the thesis. This is the defense of the thesis. There are always several defenses put together into one symposium. The dates for these symposia are in September, December, and March. The dates for the symposia will be included and published in the study schedule (at the beginning of each semester).

Dates other than that are exceptions and only appointed with the approval of the Examining Board.

The defense consists of a 20 - 25 minute lecture, followed by a discussion (together max 45 minutes). The defense is examined by at least two examiners, one of which also has to be a reviewer of the master thesis.

Jana Lüdtkke organizes the symposia. Please contact her after the official registration of your Master Thesis.

- **Can several students work on a single topic together in a group?**

Yes, but only with the approval of the Examining Board and the supervisors.

- **What are the criteria for the evaluation?**

There will be an evaluation sheet for the assessment of the master thesis, which will be passed shortly by the Examining Board and will be also available in English on the websites.

In general, the Satzung für Allgemeine Prüfungsangelegenheiten (SfAP) (Statutes for General Examination Issues = SfAP) apply for the assessment of a master thesis with following evaluation:

1 = Excellent - an outstanding performance

2 = Good - a significantly above the average performance

3 = Satisfactory - a performance fulfilling all requirements of an average performance

4 = Fair - a performance, which, despite its shortcomings, still meets the requirements

5 = Poor - a performance with considerable shortcomings that did not meet the requirements.

For a more precise evaluation of the performance intermediate values between 1.0 and 4.0 can be used by decreasing or increasing the grade by 0.3. Valid values are: 1.0 ; 1.3 ; 1.7 ; 2.0 ; 2.3 ; 2.7 ; 3.0 ; 3.3 ; 3.7 ; 4.0, and 5.0 .

Since the master thesis is evaluated by two examiners the grade will be calculated with an arithmetic mean.

If you have more questions, please contact Jana Lüdtkke, the coordinator of the SCAN master (jana.luedtke@fu-berlin.de)