

GUIDELINES FOR MASTER'S THESIS SUPERVISORS

for the Master's Degree Program in Cognitive Neuroscience
at the Department of Education and Psychology, Freie Universität Berlin

First of all, we would like to express our gratitude that you give one of our students the possibility to follow their interests and conduct their MSc thesis work in your group. Thank you!

This document is intended as a short summary of the formal requirements for the supervision in line with the study regulations. If there is any questions, you can also ask Christian Müller from the examination office <macnb@fu-berlin.de> or the study coordinator Dr. Timo Torsten Schmidt <timo.t.schmidt@fu-berlin.de>

1. Registration of thesis

The student must fill in a form (to be found on the websites of the [examination office](#)), including a working title of the thesis.

A second supervisor should be identified and sign the form. Regarding finding/identifying a suitable second supervisor/reviewer, please note: If the thesis is conduct...

- **...in a lab at the FUB and the first supervisor is Prof. of the MCNB faculty:** There is full flexibility in choosing any Dr/PhD as second supervisor/reviewer, from the field of neuroscience. The second supervisor should be found in agreement with your first supervisor.
- **...in a lab at the FUB and the first supervisor is Dr/PhD of the MCNB faculty:** The second supervisor/reviewer needs to hold a Professor, PD or Dr. habil.-title, but can have any affiliation (does not have to have an FUB affiliation).
- **...in a non-FUB lab and holds a Prof./Dr.habil./PD title:** The second supervisor/reviewer can be anyone of the SCAN/MCNB lecturers with a Dr./PhD title.
- **...in a non-FUB lab and holds a Dr./PhD title:** The second supervisor/reviewer needs to be a Professor who lectures in the MCNB.

Please note that the official working time of 22 weeks full-time starts with the written confirmation of your Master's Thesis topic (shortly after the submission of the form), and it will be very difficult (if possible, at all) to extend the final deadline for the submission of the thesis. Therefore, we advise registering the thesis at the point when you and the student are sure about the timeline of the thesis work and the thesis can be submitted before the deadline. Please note that it is possible to hand in the thesis already before the full 22 weeks of working time have passed. Please note that the thesis needs to be registered to have the student covered by the insurance of the Freie Universität Berlin.

2. Supervision

Documentation of the supervision is not necessary, and it is between you and the student to organize it. We advise creating a document called "Supervision Agreement" with a time plan for the thesis project to avoid misunderstandings on planning, the content of the thesis and potential contributions to a project, and potential resulting publications. Please note, that the student must present the thesis project in an oral presentation and submit a 10-page thesis exposé (including a time plan). It is advised that you use this document to agree on the scope of the expected work.

3. Thesis and submission

There are no formal requirements on the thesis regarding length or citation style. However, the students are provided with a template that could be used but does not have to be used if you, as supervisor, prefer a different style. The format is an agreement between you and the student, while sticking to the agreed format should be considered for grading.

Note: The student must submit the thesis to the examination office via E-Mail (not to you).

Note: The thesis needs to be submitted as PDF. Printed versions are not required.

4. Written part and grading

You, as supervisor, will receive the "Assessment of Master`s Thesis" form from the [examination office](#) to grade the written and oral parts of the thesis, after the thesis was handed in. There is only one form for both parts. The form includes a short statement for the reasoning of grading. You are not expected to write a lengthy assessment, but a brief statement is sufficient (~ ½ page). Both supervisors must agree on the grade (the grading schema is on the form).

5. Oral part and grading

In addition to the written thesis, there is an oral defense. It is the responsibility of the student to organize the defense. The defense can be done online or on-site, in public or between the supervisors and the student. You are free to schedule the defense according to the needs of you, the second supervisor, and the student. If the student needs to graduate on time, it would be possible for the thesis to be submitted on one day and the defense the next day. Typically, the supervisors take about 2-4 weeks to evaluate the written part and have the defense afterward. There is no formal duration of the defense, but we recommend a 20min presentation and a 20-30min discussion. Please agree on a grade for the oral part (the grade does not need to be the same as the grade for the written part). Please submit the signed form after the oral defense to the examination office via e-mail <macnb@ewi-psy.fu-berlin.de>. Typically, the MCNB faculty supervisor takes care of these forms.

That's it!

Thank you again for hosting one of our master's students!