

## **Rules for external Master's theses (updated February 2017)**

The following rules apply to students who choose to perform their Master's theses outside the Department of Psychology Oldenburg.

If you plan an external Master's thesis, a department head (professor) of the Department of Psychology in Oldenburg needs to be found prior to starting your work. This person will act officially as second reviewer of your thesis (Zweitgutachter) and can advise you whether the chosen institution and topic are adequate. Your daily supervisor at the external institution will officially act as first reviewer (Erstgutachter) and is also responsible for ethical aspects of the project.

Before you start your thesis, you have to apply for approval. In the attached form you need to state:

- the first supervisor
- the external institution
- a suggestion for a second internal supervisor
- the topic of the thesis (if not entirely clear, please explain how the topic of your project and methods used fit into the field of neurocognitive psychology)
- whether the study has been approved by an ethics committee

**Please send your thesis proposal to Kerstin Bleichner ([kerstin.bleichner@uol.de](mailto:kerstin.bleichner@uol.de)). She will advise you whether your project meets the formal requirements and she will find an internal supervisor for your project.**

**Once an internal supervisor has been allocated, you will have to discuss your project with him/her. Please have your internal supervisor sign the form that he/she agrees with the project.**

**You need to hand in this form together with the official application form for your Master's thesis to Kerstin Bleichner. On the official application form, both supervisors need to sign that they will supervise the work locally, grade the Master's thesis, and participate in the thesis defense. If complete, Kerstin Bleichner will send both forms together to the examining board.**

**You can only start with your thesis once you have received the approval from the examining board.**

Once the project is fixed and started at the external institution, at least one project presentation needs to be done in the Master's colloquium in Oldenburg. If regular visits of the colloquium in Oldenburg are not possible, a scientific colloquium at the external institution needs to be attended on a regular basis.

The second reviewer must be kept updated on progress of the project and a draft of the thesis should be sent to her/him before you start writing.

As indicated in the examination regulations both reviewers will mark the thesis and the mean of those two marks will contribute to the overall mark with 90%.

The Master's colloquium (defense) will take place in Oldenburg. Both, the first reviewer from the external institution and the second supervisor from Oldenburg should attend your defense. In cases where this is not possible (e.g. due to the distance from the external institution to Oldenburg), the first reviewer can participate via a video conference. The mark of the defense contributes with 10% to the overall mark.

Please be aware that it is also your responsibility to take care that the external project can be finished within the intended time (6 months full time) and that all support you need is provided from the external supervisor.

# External Master's Thesis – Request for Approval



Name and email address of the student:

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Topic of the thesis and methods used (please be as specific as possible):

Name of the external institution and first reviewer at the external institution:

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Suggestion for second internal reviewer at the Department of Psychology (department head):

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All studies with patients and/or participants require an approval from an ethics committee.

The approval has been granted:  yes  no

The approval is under review:  yes  no

If the study is not approved by an ethics committee, why is it not necessary?

Once an internal reviewer has been allocated and you have discussed your proposal with him/her:

The topic of the Master's thesis is adequate:  yes  no

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Name and signature of second internal reviewer

Please hand in this form to the programme coordinator Kerstin Bleichner.

Once signed this form has to be handed in to the examining board together with the official application form for your Master's thesis!