

INFO

on the MFA-thesis gemstone and jewellery

1 scope of the master thesis

The master thesis consists of

- the seminar (to develop the theoretical part of the thesis),
- the thesis,
 - with a theoretical-scientific part based on the seminar and supplemented by a "conclusion based on the practical work" and
 - a practical part) and their
 - Documentation (in book form and on data medium),
- the colloquium; Here the examination of the thesis takes place.

2 submission of the master thesis

- The submission dates of the individual parts of the seminar, the master thesis and the planned date of the colloquium will be announced in the thesis preliminary discussion during the 5th semester.
- the theoretical-scientific part in reading version (pure text version with pictures - printout in B/W) is to be presented to the examiners 10 days before the date of the colloquium.
- The presentation of all parts takes place in consultation with the 1st supervisor at a member of the E&S team.
- The examination of the thesis takes place in the colloquium.
- The documentation of the master thesis must be submitted no later than four weeks after the colloquium.
- After presentation of the documentation and the administrative routing slip with application for exmatriculation, the practical part of the thesis - except for the work for the university collection - can be handed over to the graduate.
- Now the certificate can be issued.

The thesis to be submitted consists of 2 parts:

2.1 the theoretical-scientific part in reading version

this must be submitted a total of 3 times:

- 1 digital copy
- 2 printed copies,

in compliance with the following requirements:

- Document format = DIN A4
- Length of the text: 30 pages (max. 45)
- Structure:
 - o Title page
 - o Table of contents
 - o Text body (2 to 6 chapters)

- Appendix (notes, bibliography),
- Font sizes: Continuous text: 12 pt / line spacing 1.5
- Quote/signatures: 10 pt / line spacing 1.0
- Margins: left:3 cm / right: 4cm / top: 2,5 cm / bottom: 2,5 cm
- Quotations, sources etc. must be marked with proof in the documentation.

The preparation of the theoretical-scientific part takes place in the Master seminar.

2.2 the practical part in original form.

These are the artistic works created during the thesis. It is necessary to agree with the supervisor which works will be submitted before submission.

3 documentation of the master thesis: book and data carrier

The form and execution of the documentation will be determined in consultation with the supervisor:

- 1 bound book,
- 4 data carriers (CD/DVD's)

3.1 the book

The documentation of the thesis in the form of a book should be designed and executed in its appearance appropriate to the practical part of the thesis.

It must contain at least the following 3 parts:

3.1.1 PART 1: the theoretical-scientific part

3.1.2 PART 2: the visual representation of the practical part, consisting of:

3.1.2.1 a selection of meaningful photos and any draft drawings, screenshots, etc., which document the process of creation of the practical part of the master thesis.

3.1.2.2 Documenting photos of all results of the practical part of the Master thesis.

The scope, content and execution of this area will be determined in consultation with the supervisor. In particular, the photos must be approved by the supervisor before submission. Therefore, clarify this part in any case with the 1-tutor before printing.

3.1.3 PART 3: external work details and affidavit

Third-party work in the technical realisation can be used, but must be described as such in the work (e.g. company records).

The following affidavit should be included in the documentation:

"I declare that I have written my master thesis independently and have not used any other sources and aids than those stated. Furthermore, I agree that the documentation of my master thesis will be kept available for inspection in the library.

[Place, date, signature]"

Parts 1.. and 2.. can be produced in separate formats.

In this case, both should contain Part III.

3.2 digital media

The entire documentation must also be enclosed on 4 identical digital media (CD).

They must be provided with the following:

3.2.1 Labeling.

The data carriers and the packaging of the data carriers must be labelled with at least:

- First name, surname
- student number
- Title of the work
- Month and year of issue

3.2.2 Content of the media

The following data must be stored on each data carrier:

3.2.2.1 documentation of the theoretical-scientific part

The documentation of the theory shall contain the following

3.2.2.2 the scientific written part as PDF and as Word file (i.e. 2x the same in different file formats) with file name pattern:

- Last nameFirst name_MFA_Thesis.pdf
- LastNameFirstName_MFA_Thesis.doc

A summary (max. 1 Din-A4 page) of the theoretical-scientific part as PDF, as DOC or DOCX and TXT with file name pattern:

- LastNameFirstName_MFA_Thesis_Summary.pdf
- LastNameFirstName_MFA_Thesis_Summary.doc
- LastNameFirstName_MFA_Thesis_Summary.txt

3.2.2.3 photo documentation of the practical part

Please save all photos in 4 different resolutions in separate folders:

- **"1 Originals"**
Contents: The unprocessed original data (as they come out of the camera.)
- **"2-TIFF"**
[Data naming: Last nameFirst name_MFA_01.tif]
Contents: The edited photos as TIFFs with 300 dpi resolution (print size about 21 x 30 cm)
No photos in PSD format or TIFFs with multiple layers!
- **"3-JPG"**
[Data naming: Last nameFirst name_MFA_01.jpg]
Content: JPEGs in 300 dpi with print size about 21 x 30 cm.
- **"4-Web"**
[Data naming: Last nameFirst name_MFA_01web.jpg]
Content: Compressed JPEGs in 72 dpi with maximum 1200 x 1800 px.
File size per image < 400 KB

3.2.2.4 Table of contents of the photographic documentation

A table of contents with the following information must be inserted on each data carrier:

- Picture of the work
- File name of the images
- Title,
- Material,
- Year of origin,
- EK value

- Photo rights (if photographed by someone else).

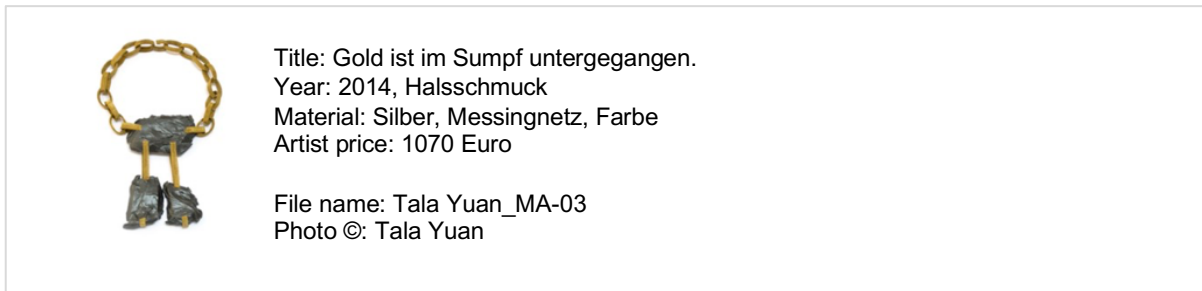


Figure 1: Example of a table of contents entry.

This directory must be available in 2 formats:

- .PDF
- .DOC or .DOCX

3.2.3 cover & booklet

all CD/DVD's must be enclosed:

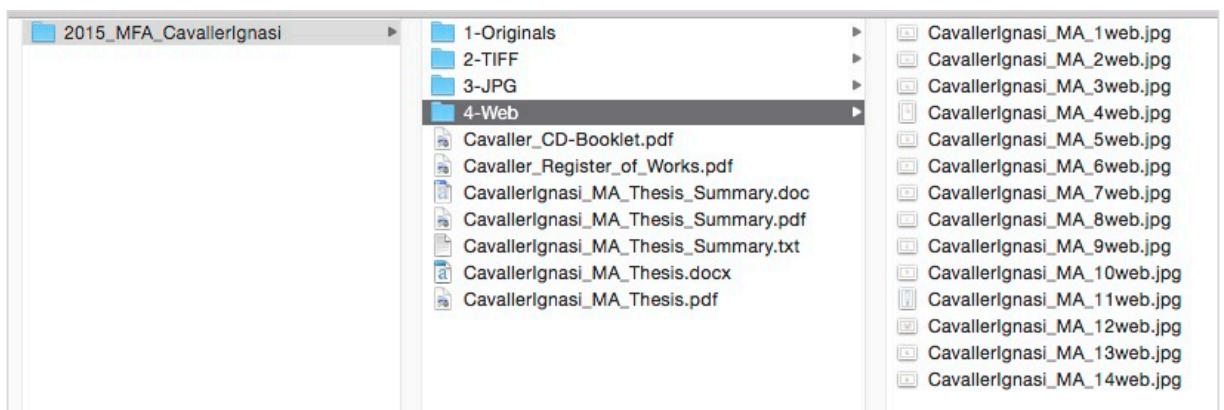
3.2.3.1 a printed CD cover:

- First name,
- Name,
- Registration number,
- Title of the thesis,
- carers
- Month & year of issue

3.2.3.2 A printed booklet (= photo directory) with:

- Thumbnails
- filename

If you have any questions or questions regarding the data carrier, please contact Cornelia Wruck well in advance.



4 time planning

4.1 Procedure Master Thesis

At the beginning of the 5th semester there will be a study counselling session in which the course of the last academic year will be discussed.

4.2 Illness

In the event of illness, please contact the carer immediately and submit your medical certificate to the secretary's office immediately. Only periods of sick leave proven by such a medical certificate can be credited towards the processing time. In case of longer sick leave (more than 6 weeks) the examination board will be involved. See also: Examination Regulations §11 Abs. 4.

4.3 Opening hours

When planning your working hours in the university, please note the opening hours of the workshops, the photo and computer labs and the library (also/especially during the lecture-free periods) in case you need special tools/machines.

5 certificate

The certificate can be handed over after all points on the docket have been completed and countersigned by the person concerned.

6 information for Bafög-recipients

Bafög-recipients have the possibility to apply for a loan partial release after finishing their studies. (Forms available from the secretary's office).

With their application, students give the Examination Office permission to forward their grades to the Federal Administration Office in Cologne. From the applications received, the Federal Administration Office determines which students are eligible for a waiver.

[Detailed information can be obtained from the Bafög Office at the UCB]

7 rights and ownership of the Master thesis

According to the law, the university is the owner of the Master thesis.

[Excerpt from a letter from Prof. Dr. Wilmes to the deans of the FH Rhineland-Palatinate of January 1993: *"Even if the student provides the material himself (which, as is well known, is the rule), the acquisition of ownership by the university of applied sciences of the final thesis according to § 950 BGB is to be assumed because it must be regarded as a "manufacturer" in the legal sense. According to general opinion, § 950 BGB is to be interpreted as meaning that it is not primarily a question of who makes a work by hand, but of who controls the manufacturing process. Accordingly, a manufacturer in the legal sense can also be someone who has a work produced by others on his behalf. In the case of examination tasks performed by students, the latter act at the request of the university; they produce the work for the purposes of the examination in the knowledge that the work is to be submitted to the university. If necessary, it would also be possible to see a transfer of ownership in the delivery of the work. Result: The University of Applied Sciences becomes the owner of the thesis."*

The university retains up to 2 pieces from the thesis and uses them for exhibitions and presentations.

At the latest after the certificates have been issued, the students will receive their final thesis works except for the above-mentioned pieces.

8 legal basis: Extract from the examination regulations

§ 13 Master Thesis

[1] The Master thesis is intended to demonstrate the students ability to work on a professional project within a given time and, to a large extent, independently, applying artistic, scientific or application-oriented methods. It is possible to present an interdisciplinary Master thesis in connection with the above named subject.

[2] The Examination Board will ensure that the students will receive the topic for their Master thesis from a supervising person designated by the students. It is important to give students the opportunity

to make suggestions regarding the topic. Topic, terms of reference and length of the Master thesis need to be set so they can be finished within the given time. The topic will be issued by a presiding member of the Examination Board. The date of the issuance will be recorded.

(3) The processing time is 14 weeks, starting with the issuing of the topic. In individual cases and by request, the Examination Board may extend the processing period up to 7 weeks. The topic can be returned only once and only within the first third of the processing time.

(4) The Master thesis may also take the form of group work if the part of the project work of the individual students which counts as assessed contribution is clearly distinguishable and assessable and the requirements are met in accordance with para 1.

(5) The Master thesis must be submitted to the chairman of the Examination Board or the place determined by the Examination Board by the due date. Upon submission of the thesis, students must submit a signed declaration that the thesis is their own work, that they used no other sources than those listed in the thesis, and in the case of group work, they have appropriately marked their part in the group work. The date of

submission will be recorded. Failing to submit the Master thesis by the due date will result in a fail. Students will receive a written notification of a fail and a date to resubmit the failed thesis.

(6) The Master thesis must be assessed by two people who have been approved examiners in accordance with section 7, para 2, including one person appointed to supervise the thesis.

§ 14 Colloquium

In order to defend their Master thesis, students must have acquired at least a grade "satisfactory" in the written exam. The colloquium complements the Master thesis and is used to determine the student's capability to defend and present the results of the Master thesis, to orally present the technical basis, the interdisciplinary relationships and the reference to other professional fields and to assess their importance for the artistic, scientific, economic and entrepreneurial practices. Section 10 applies accordingly

[The complete examination regulations in an English translation and the current "Higher Education Act" in German can be downloaded from the department's website.]

Organigram of the thesis:

