

Basic regulations for the assignment of topics for the project work and Master's thesis at the Faculty of Electrical and Computer Engineering

(Regulations based on the recommendations of the "Ständigen Kommission des Fakultätentages für Elektrotechnik und Informationstechnik e.V." and the German Association of Universities (DHV))

1. Project works and Master's theses are examinations. The respective examination rules regulate how they are conducted. Such projects or theses are usually carried out at the university institutes but can basically also take place at an external location.
2. Project works and Master's theses are assigned by the university teachers. The students have no formal right to supervision of projects or theses offered to them by companies or other external institutes. Projects or theses done at industrial partners or in institutes outside the university should only be carried out if there are important reasons for this. Such reasons are mainly existing scientific and technical cooperations between university teachers and the institutions, or plans to prepare joint projects.
3. When planning the project work or Master's thesis it must be ensured that it meets university standards in terms of demand and quality. A supervisor at the place where the project or thesis is conducted must be ensured. In particular, a contact person should be available whose qualification is at least that of a university graduate engineer. The university supervisor should be informed regularly about the status of the project work or Master's thesis. With regard to the Master's thesis it is recommended to conduct an on-site meeting at least once, around mid-term of the thesis writing.
4. It is recommended to make an agreement with the supervising university teacher before beginning the project work or Master's thesis about the following:
 - detailed task description (absolutely necessary)
 - timeline
 - if applicable, confidentiality agreement
 - specifications in terms of possible applications for property rights
 - rights of all parties involved in terms of the work results
 - supervisor at place of project or thesis writing
 - duration of activity and presence of the student

5. The project work or Master's thesis is only to be evaluated by the university teacher. They will take into account the evaluation of the external supervisors but are not bound by it.
6. Project works and Master's theses are part of the course of studies but no work performance for the company. Therefore, the students should not receive any payment. However, an expense allowance would be possible.
7. A personal remuneration of the university teachers for the supervision of the work is excluded.
8. If the project work or Master's thesis is in the particular interest of the company beyond its status as study examination, any additional expenses incurred by the university can be charged to the company. An agreement about this issue should be concluded between the company and the university before starting the project work or Master's thesis.
9. It should be clarified if the necessary insurance coverage of the students (in particular accident and liability insurance) is ensured.

This English version is based on the decision passed on 2nd March, 2006 (German version) and is legally not binding.