



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

MASTER OF SCIENCE PROGRAM IN
EVOLUTION, ECOLOGY AND SYSTEMATICS



MEME Master's Thesis Guidelines (27 ECTS credits)

Master's thesis project (26 ECTS credits)

The students carry out an independent research project. The topic of the project should be in the field of Evolution, Ecology or Systematics. Students read the relevant literature and become experts in the methods necessary to complete their research projects. Students gain independence and confidence through the process of carrying out a larger research project that they designed themselves and for which they are responsible. They learn that plans need to be changed and updated. Students will conduct statistical analyses of the data they have collected and will communicate their results in a report (Master's thesis) in the format of an academic journal article (Abstract, Introduction, Materials and Methods, Results, Discussion, Literature Cited). The total length should be 60,000–100,000 characters (40–60 pages including figures, tables, references, etc.).

The thesis project may be carried out under the supervision of any professor, PD ("Privatdozent") or group leader within the LMU Faculty of Biology (see the list of **internal supervisors** in the "downloads" section of the EES website). Group leaders who are not on this list may co-supervise projects, but only together with a faculty member on the list who will act as the official supervisor having to sign the thesis registration and the evaluation of the thesis.

It is possible to carry out an **external project** at another institution or faculty. In this case the student is responsible for finding an appropriate member of the faculty (= internal supervisor) to co-sign for the project, ensuring that its content and execution meet the faculty standards. For this, student and external supervisor should provide a short outline of the goals of the master's thesis project for the internal supervisor.

External projects must be applied for at least 3 weeks prior to starting through the MEME coordinator.

The application for an external master's thesis project must include:

- a formless application, stating your contact data, the (working) title of the thesis project, and the reasons why you would like to do your thesis externally,
- a brief project proposal (1-2 pages),
- a timeline indicating when the project will be carried out and the contact information (including the postal address) of the external supervisor, and
- a written confirmation from both the internal and external supervisor.

The **application** and the **confirmations from the external and internal supervisors** can be sent **by email to the MEME coordinator**.

The application will be forwarded to the examination board for approval. The external thesis must be approved by the examination board **before** it is started.

Registering and submitting the thesis

The thesis project must be registered with the MEME coordinator. The registration form can be downloaded from the EES website. This form must be signed by both the student and the (internal) supervisor. Theses should be registered no later than by **September 15** (for theses being conducted in winter semester) or by **March 15** (for theses being conducted in summer semester).



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Submitting the thesis

Once registered, the **thesis must be completed within 24 weeks**. The exact due date will be provided by the MEME coordinator at the time of registration.

Late submissions are not accepted. If the thesis is not submitted on time, the thesis will be marked “insufficient” and ECTS credits cannot be awarded.

Extensions of the deadline are not granted in order to do more experiments or analyses, or to repeat failed experiments. An “interruption” of the thesis is only allowed because of serious medical reasons, that is in cases where the student is physically unable to work on the project. In such cases, the student must apply to the MEME coordinator and provide medical documentation of the exact dates that he/she is unable to work. The deadline can only be extended for this period of time.

Two hard copies of the master’s thesis with **fixed, non-spiral binding** must be **submitted by the individual submission deadline** that the student received upon registering the master’s thesis project.

The **“Last page of the master’s thesis (including statement of originality)”** is to be **included** as last page. This can be downloaded from the EES website. It must be filled out and signed by the student.

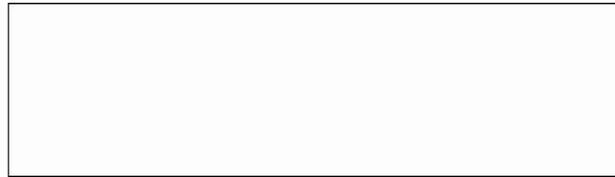
- The **first hard copy** of the master’s thesis must be **submitted to the MEME coordinator**. If you do not manage to submit it during the office hours, you can put the hard copy of the master’s thesis in the mailbox of the MEME coordinator next to the porter in hall B of the LMU Biocenter. In that case, you should request the porter to add a date stamp to the master’s thesis of the day on which you hand in the thesis. In case of an external thesis the hard copy can be sent by post to the MEME coordinator (please use the postal office address in the LMU Biocenter). In order to meet the submission deadline, the hard copy must be posted the latest by the individual submission date. The postal date stamp is being considered as date of submission.
- The **second hard copy** of the master’s thesis should be provided by the student **to the (internal) supervisor** by the individual submission deadline.

Master’s thesis defense (1 ECTS credit)

As part of their thesis work, the students present their research to their supervisor(s), co-workers, and fellow students within the group where the research was carried out and at the MEME summer school. It begins with a presentation of the thesis (around 20 minutes) and is followed by questions and discussion. the defense should not exceed 45 minutes. The internal supervisor must attend the defense. Attendance may be by video-conferencing. The defense should take place within 2 weeks after submitting the thesis (it can occur before thesis submission).



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Grading of the thesis

After the thesis submission the (internal) supervisor is asked to submit to the MEME coordinator

- a signed hard copy of the thesis evaluation with the grade including the date and grade of the thesis defense (for orientation an “thesis evaluation” form can be provided by the MEME coordinator),
- a confirmation of successful participation in the lab group meetings (to be awarded with 1.5 ECTS credits).

For projects conducted externally, the external supervisor must send an evaluation of the student’s work to the internal LMU supervisor within two weeks after the submission deadline.

Supervisors should contact their students directly to inform them of their grades and provide feedback.