

Process for Master Thesis Writing (1/2)		Chair	Student
Topic Search	Either: Review currently available topics on the Chair's website		✓
	Or: Prepare own proposal for the Master Thesis topic		✓
	Review the Chair's research topics and link your topic to them		✓
	Prepare a description of the topic (incl. all key information)		✓
	<i>If in-company: Inform the company about the standard university NDA</i>		✓
	Contact the Chair ¹ and attach the description of the proposal		✓
	Check the feasibility of the topic & inform student	✓	
Application	Formally apply for the Master Thesis at our Chair (single PDF)		✓
	Short motivation (incl. preferred start date)		✓
	Topic name (incl. topic description in case of own proposal)		✓
	Current Transcript of Records (incl. showing completed prerequisite ²)		✓
	Bachelor Certificate, CV (optional)		✓
	Reserve topic for the student & assign a supervisor	✓	
Topic agreement and formal acceptance	Set up first meeting with supervisor (student in lead)	✓	✓
	<i>If in-company: Set up conference call with company and chair³ (student in lead)</i>	✓	✓
	Prepare an Exposé for the Master Thesis topic ⁴ (based on Exposé guide)		✓
	Provide feedback on Exposé (potentially in-person by supervisor)	✓	
	Formal acceptance of the Master Thesis by Prof. Schön	✓	

1 Currently responsible: Niloufar Sadeghi(Niloufar.Sadeghi@uni-mannheim.de)

2 Completion of a Seminar Thesis in the Area of Operations Management

3 Discussion points: Topic, organizational setup, data provision to student, NDA. Participants from chair: Supervisor, Prof. Schön

4 Two months to hand-in expose (Three months in case of in-company Master Thesis)

Process for Master Thesis Writing (2/2)			Chair	Student
Thesis Writing	Registration of Thesis	Register Master Thesis @Chair’s secretary after formal acceptance and start 20 weeks time period	✓	✓
	Mid-term presentation	Coordinate mid-term presentation date with the supervisor	✓	✓
		Attend other half-time presentations (Master colloquium)		✓
		Prepare mid-term presentation (30-40min presentation + Q&A session)		✓
	Submission of Thesis	Submit Master Thesis completely ¹ + timely ² (please make an appointment with the Office assistant)		✓
		Fill out the Evaluation sheet ³		✓
Grading and Feedback		Assess the Master Thesis, finalize evaluation and inform Studienbüro	✓	✓
		Feedback session between supervisor and student (upon student request)	✓	✓

1 Two hard-copies. All files uploaded on ILIAS. Affidavit (in German!) signed

2 Within 20 weeks period after formal registration. If deadline is saturday/sunday: Hand-in and upload on next working day

3 Has to be completed right after hand-in of hard-copy at the secretary's office