

Process for Master Thesis writing (1/2)

	Chair	Student		
Topic search	<ul style="list-style-type: none"> ▪ Either: Review currently available topics on the Chair's website ▪ Or: Prepare own proposal for the Master Thesis topic <ul style="list-style-type: none"> – 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 Chair¹ and attach the description of the proposal – Check the feasibility of the topic & inform student 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 		
	Application	<ul style="list-style-type: none"> ▪ Formally apply for the Master Thesis at our Chair (single PDF) <ul style="list-style-type: none"> – Short motivation (incl. preferred start date) – Topic name (incl. topic description in case of own proposal) – Current Transcript of Records (incl. showing completed prerequisite²) – Bachelor Certificate, CV (optional) ▪ Reserve topic for the student & assign a supervisor 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	
		Topic agreement & formal acceptance	<ul style="list-style-type: none"> ▪ 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 topic⁴ (based on Exposé guide) ▪ Provide feedback on Exposé (potentially in-person by supervisor) ▪ Formal acceptance of the Master Thesis by Prof. Schön 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓

1 Currently responsible: David Topchishvili (david.topchishvili@bwl.uni-mannheim.de)

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

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

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		✓
	Mid-term presentation	<ul style="list-style-type: none"> Coordinate date with the supervisor 	✓
		<ul style="list-style-type: none"> Attend other half-time presentations (Master colloquium) Prepare mid-term presentation (30-40min presentation + Q&A session) 	✓
Submission of Thesis	<ul style="list-style-type: none"> Submit Master Thesis completely¹ + timely² (please make an appointment with the Office assistant) 		✓
	<ul style="list-style-type: none"> Fill out the Evaluation sheet³ 		✓
Grading & Feedback	<ul style="list-style-type: none"> Assess the Master Thesis, finalize evaluation and inform Studienbüro 	✓	
	<ul style="list-style-type: none"> Feedback session between supervisor and student (upon student request) 	✓	✓

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

2 Within 4 months 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