

Instructions...

... for the preparation of student theses at the Institute for Nonferrous Metallurgy and Purest Materials at the TU Bergakademie Freiberg.

The instructions given in this leaflet should be observed to ensure the proper procedure for the preparation of student research projects and diploma/master theses and to ensure that the necessary formalities are completed when submitting the papers.

1 Tasks

- 1.1 The topics for student and diploma and master theses are handed out on the dates specified in the study guidelines.
- 1.2 When the tasks are issued, students are given oral information on the topic to be worked on by the academic supervisor, including references to scientific publications that are important for the field of work.

2 Supervision of the work

- 2.1 Each work is supervised by a research associate of the institute. The supervisor is available for consultations on technical and administrative questions. The consultations requested by the student must be arranged in advance with the supervisor.
- 2.2 A technical supervisor is assigned to provide support in solving experimental problems, if necessary.

3 Instructions on legal regulations

- 3.1 At the beginning of the experimental work, there is a briefing on the relevant legal regulations for occupational health and safety and fire protection, in which all students must participate. This participation is confirmed by signature. The student is not permitted to start the experimental work prior to the instructions.
- 3.2 Further instruction on special regulations, which must be observed when undertaking individual tasks, is provided by the scientific supervisors or by authorized persons at the relevant workplaces.
- 3.3 All students must participate in the regular occupational health and safety trainings at the Institute for Nonferrous Metallurgy and Purest Materials during the realization of their work.
- 3.4 At the beginning of the work, instructions are given on provisions concerning the confidentiality of the documents used for the work and of their own results, if necessary.
- 3.5 All instructions must be recorded.

4 Working hours at the Institute for Nonferrous Metallurgy and Purest Materials

The working hours at the Institute for Nonferrous Metallurgy and Purest Materials begin at 7.00 a.m. and end at 4.00 p.m. Students are only entitled to work at the Institute after 4.00 pm but not later than 6.00 pm or up to the times specified in the study guidelines if:

- the remaining time is fully exploited
- at least one supervisor from the institute is available after 4.00 p.m.

5 Preparation and submission of the thesis

5.1 The thesis must be prepared in strict compliance with the guidelines listed in Appendix 1.

5.2 The diploma/master thesis must be accompanied by a declaration with the following words:

"I hereby affirm that I have independently produced the thesis without the use of any literature or assistance other than that indicated".

Date/Signature

5.3 Student theses must be handed in at the secretary of the institute. Diploma/Master theses are to be handed in at the student office of the university for registration and confirmation. Samples, reports, data and other documents or records that have been created during the work are to be handed in for archiving in accordance with the instructions of the academic supervisor.

5.4 Late submission of the thesis will result in a grade of "not passed".

6 Requests for extension

Requests for an extension of the deadline must be submitted to the Director of the Institute via the academic supervisor in time, but at least 2 weeks before the deadline, with detailed reasons. Requests for the extension of the diploma/master thesis are to be submitted to the Dean of Studies of the Faculty via the Institute Director.

7 Defence of the Diploma/Master Thesis

The student will be informed in writing about the date of diploma/master defence usually 14 days in advance. The duration of the defence is 30 minutes maximum.

Freiberg, 15.09.2021

Prof. Dr.-Ing. Alexandros Charitos
Director of the Institute

Appendix

Appendix 1

Preparation of the Thesis

1. The text must be written briefly yet without losing its completeness. It has to be printed on white A4 paper on one side only having line spacing of 1½, font size of min. 11 and containing page numbering and table of contents. The page margins must be 2.5 cm at the top and bottom, 2 cm on the right and 3 cm on the left side.
2. The following page numbers have to be respected for the written version:
Literature work: up to 30 pages
Student research project: max. 40 pages
Engineering internship: max. 50 pages
Bachelor thesis: max. 60 pages
Diploma/Master thesis: max. 80 pages
3. Student research projects as well as diploma and master theses must be submitted in duplicate.
4. The work must be clearly structured and provided with main and subheadings. Tables and pictures should be included in the text if possible.

The following items should be included:

- Introduction and tasks
- Literature evaluation
- Experimental technique
- Results
- Evaluation/Discussion of the results
- Conclusions
- Error analysis of the investigations
- Summary
- Annexes

5. References must be indicated at the appropriate places in the thesis by consecutive numbers enclosed in square brackets. The consecutive numbering refers to the list of references.

Example: [36] Schulze, K. and Meyer, R.: Contribution to influence...
Journal of Metals 20 (2018) 6, p. 312-320
in the text: according to [36] the influence of...

When referring to textbooks or related material, the relevant passage of the textbook should be noted in the text as well, e.g. [5, p. 100].

6. The numbering of the equations is indicated by numbers in round brackets.

Example: $A = B^{cd} + E$ (1)

7. Pictures from literature are to be reproduced by copies in the appropriate size. The caption must always appear in English, and the reference to the literature must also be indicated in the caption.