



Research  
Project

Master  
Thesis



# NCP – Master Thesis

## Registration of the NCP Master Thesis

- before starting your Master Thesis:
  - Successful completion of all courses/ seminars in the NCP semesters 1 through 3
  - Registration of your Thesis
    - Use the “Master Thesis Registration Form” to register
    - Send completed form to me (Markus Conci, [conci@psy.lmu.de](mailto:conci@psy.lmu.de))

# NCP – Master Thesis

## Registration of the NCP Master Thesis

- **Important dates:**
  - **Registration** of your Thesis by **February 15th**
  - **Start** of your Thesis project not later than **February 22nd**
  - Submit your Thesis until **July 26th** (after **23 Weeks**)
    - These times are fixed - Extensions can only be granted in exceptional cases. In this case, an official application has to be submitted to the LMU examination office (PAGS, to Ms. Roberta Vurnek: Roberta.Vurnek@lmu.de) but mind that you'd have to register and **pay tuition/registration fees for the fifth NCP semester** if you submit the Master Thesis later than September 30<sup>th</sup>!
- **Our recommendation: start the Master Thesis project early!**

# NCP – Master Thesis

## Deadline extension for NCP Master Thesis (keep me informed)

- It is possible to extend the submission deadline if you can provide valid reasons for a delay, e.g.
  - Illness → present medical certificate
  - Technical problems or problems with subject recruitment
    - Supporting letter from your supervisor,
    - content: reason(s) for delay, recommendation for a deadline extension, suggestion of a new submission date in line with the reasons

Send application for deadline extension to the LMU examination office PAGS  
(to Ms. Roberta Vurnek: [Roberta.Vurnek@lmu.de](mailto:Roberta.Vurnek@lmu.de))

# NCP – Master Thesis

## **Structure of the NCP Master Thesis**

1. include abstract, introduction, methods, results, discussion, and references (and maybe appendices)
2. manuscript style (tables, footnotes, figures, and figure captions follow body text) or journal style (tables, footnotes, figures, and figure captions are incorporated in the text)

# NCP – Master Thesis

## Structure of the NCP Master Thesis

3. The **first page** of the Thesis should include the Thesis' title, your name, etc.

**Title of Thesis**

Submitted by

**your name here**  
**matriculation number**

Thesis

Presented to the Department of Psychology/  
Neuro-Cognitive Psychology  
of the Ludwig-Maximilians-Universität München

For the degree of

Master-of-Science in  
Neuro-Cognitive Psychology (M.Sc.)

Supervisor:  
**Name & Address**

Ludwig-Maximilians-Universität München  
**August 202X**

# NCP – Master Thesis

## Structure of the NCP Master Thesis

4. Include a **declaration of autonomy** on the last page, which has to be **signed personally on every hard copy** of your Thesis.

### Declaration of autonomy

I hereby confirm that the work presented here was done by myself and that I have used no other sources of information than those mentioned in the reference list. All literal and logical citations have been indicated.

I have not submitted this thesis before and the work presented here is not yet published.

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Date, Signature

# NCP – Master Thesis

## Structure of the NCP Master Thesis

5. Length of Thesis: between 80.000 and 120.000 characters (double spaced pages).

## Further issues:

- Submission Deadline: **July 26th** (at the latest). Please hand in **three bounded copies** of your Thesis to the **Examination Office**.
  - In person or via mail (currently only via mail).
  - The date on the mail-stamp counts as the submission date.

Prüfungsamt für Geistes- und Sozialwissenschaften (PAGS) <b>Frau Vurnek</b> (D020) Ludwig-Maximilians-Universität München Geschwister-Scholl-Platz 1 D-80539 München	Email: <a href="mailto:Roberta.Vurnek@lmu.de">Roberta.Vurnek@lmu.de</a> Tel.: +49 (0)89 / 2180 - 6830 Fax: +49 (0)89 / 2180 - 16469
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# NCP – Master Thesis

## Thesis supervisor

- The **supervisor** should hold a **PD** ('Privatdozent'), or a **Professor** title (or should have started with a "PD track"). An equivalent qualification would also be acceptable.
- The supervisor must come from the **NCP teaching network**
- The supervisor needs to provide the final written evaluation of your thesis (which should be sent to Ms. Vurnek from the examination office)

# NCP – Master Thesis

## External Master thesis

If you plan to complete your Master thesis in a lab that is not part of the NCP teaching network

- then you should send a written application to the head of the NCP examination board (to Thomas Geyer: [geyer@lmu.de](mailto:geyer@lmu.de)) where you explain why you plan to complete your thesis project abroad.
- The **supervisor** of your Master thesis should nevertheless be **part of the NCP teaching network** (he/she will need to provide the written evaluation of the thesis!)
- Your application should explain in detail the working relation between the NCP-related supervisor and your external collaboration partner.
- Provide confirmation letters from the NCP-supervisor and the external collaboration partner indicating that they are willing to supervise the thesis project

# NCP – Master Thesis

## Further issues:

### Change of Thesis Title (keep me informed)

- The Thesis Title indicated in the registration form is officially registered (in your records). If the title needs to be changed:
  - Send a letter from the supervisor to the LMU examination office PAGS (to Ms. Roberta Vurnek: Roberta.Vurnek@lmu.de) - at least 4 weeks before thesis submission

indicating that

- the topic of the Thesis project has not been changed (!) but
- the old title [indicate old title] will be changed to [new title].

# NCP – Master Thesis

## Further issues:

### Change of Thesis Supervisor (keep me informed)

- The Thesis Supervisor indicated in the registration form is officially registered and can only be changed via
  - a written letter (no specific form) from the student addressed to the head of the NCP examination board (to Thomas Geyer: [geyer@lmu.de](mailto:geyer@lmu.de)) providing substantiated and detailed reasons for a change
  - a confirmation letter (no specific form) from the potential new supervisor indicating that he/ she is willing to supervise the Thesis project (indicating student's name and matriculation number, new supervisor's name, email address, telephone number, academic title, postal address, hosting lab address and Thesis title)

# NCP – Master Thesis

- Discussion/further questions?
- A potential PhD project after your MSc should be planned quite some time ahead... ;-)  
e.g. GSN application period (to start a PhD in October 2021):  
December 1st, 2020 - February 15th, 2021