

External project works and diploma theses **/ mini and master theses**

of students of the Faculty of Mechanical Engineering at RWTH Aachen University

The following points have to be regarded for the supervision and preparation of external theses:

- 1) The student must apply for the approval of the Examination Board (*Prüfungsausschuss*, PA) before he starts the thesis.
- 2) Additionally, for a diploma thesis an approval of the Central Examination Office (*Zentrales Prüfungsammt*, ZPA) is required.
- 3) The projected work meets the interest of the supervising chair concerning the relevant field of research, i.e. the chair can reasonably supervise and grade it.
- 4) A sufficient scientific supervision can be warranted on-site by the person named below who has completed a scientific education and at least achieved the level of a university diploma in the relevant subjects.
- 5) On-site, an adequate instrumental equipment is made available if necessary, and on-site, it is ensured that the student does not just execute the work of temporary or laboratory assistants.
- 6) Before taking up the thesis, the goal and the different work steps must have been specified in written form, and a time schedule must have been compiled. This has to be taken down on the recording sheet and has to be approved by the signatures of all concerned persons.
- 7) The student agrees to hand over (e.g. by email) at least every four weeks a report to the responsible supervisor at the chair.
- 8) The student agrees to give a short presentation at the supervising chair of RWTH Aachen University before grading.
- 9) External theses will be graded according to the same rules as internal theses.
- 10) The institution offering the external project work or thesis will not demand the signing of a non-disclosure agreement, unless there exist contractual obligations or co-operations between the institute or company and the supervising chair.
- 11) If resources of the university will be needed in a high degree for the external thesis, a cooperation treaty should be concluded.
- 12) An expertise on the results of the thesis can be arranged with the supervising institute / chair, if required.
- 13) Projects works and diploma theses are academic achievements.

We agree to the above-mentioned conditions.

Student:				
	Mat.-no.	Name	Date	Signature
External Supervisor:				
	Company	Name	Date	Signature
Internal Supervisor:				
	Chair (stamp)	Name	Date	Signature