
INFORMATION ON THE MODULE “Master Project & Thesis” in the MA GAME DEVELOPMENT AND RESEARCH

The module “Master Project & Thesis” consists of the following parts:

- Master’s Project (20 ECTS) and
- Project Presentation and Defense (4 ECTS)

The **Master’s Project** in turn consists of two parts: a **practical media project work** and a **media theoretical part**. The practical media project can include the development of a game prototype, a game design document, concept art, etc. Other media forms are permitted with the consent of the supervisor. Accompanying the project must be documentation explaining the process and choices made. The media theoretical part functions as the academic foundation and reflection of the practical work. The student can choose on which part they want to focus. The weighting of the grades is on a sliding scale up to 80/20% for the media theoretical or media practical part.

The Master Project & Thesis is to provide evidence that the examinee is capable of independently completing an assignment on a subject pertaining to their field of study within a given time frame (4 months) by elaborating on subject-related specifics as well as on interdisciplinary contexts and by making use of academic and subject-related methods. The project may be realized in form of a joint team project, provided a student’s individual contribution is clearly distinguishable and can be assessed accordingly.

The Master thesis must be **written in English**.

SCHEDULING OF THE MASTER PHASE

The Master phase is agreed on – both in terms of content and timing – between the student and the first examiner. The topic of the Master’s Project can be set by any professor of CGL, who then supervises the work. The student has the opportunity to make suggestions for the subject area of the Master’s project and is supposed to agree with the supervisor on the title before handing in the registration form (no working title!). The title needs to refer to the practical media project and the media theoretical part at the same time. You may find the registration form [here](#). You will need it first signed by your first examiner and yourself, and send it to your program manager.

The Master Phase can be planned time-wise using these building blocks:

- The grading period (for each examination, incl. those of the 3rd semester) is 8 weeks
- The **registration form** needs to be submitted to the Office Management of CGL **after the acquisition of all necessary ECTS** (= 96).
- Students have **four months** to execute and write the Master’s Project from the start date of their submission.
- Students may **withdraw** from their Master’s Project only once and only within the first two weeks of the assigned time frame.

- **Extension of deadline:** In exceptional cases, when it was beyond the control of a student to make the deadline, the chairperson of the examination board may extend the deadline of submission by up to six weeks if a student submits **a request prior to the deadline**. The request in which he/she explains the reasons for extending the deadline has to be **sent by email to the chairperson of the examination board**. The project supervisor will be consulted on the request.
- After submission, the student must arrange with their examiners and program manager a date for the Project Presentation and Defense. As a rule of thumb, this should take place about 8 weeks after handing in the Master Project & Thesis.

ADMISSION TO THE MASTER'S PROJECT

- The Master's Project is to be evaluated by **two examiners**. The **first examiner** needs to be a professor of CGL. The student can propose an examiner as supervisor for the Master's Project. The student may select their second examiner, who must at least hold a Master's degree and in most cases have been a professor or instructor for the student. The student must write an application to Dr. Freyermuth if their second advisor is not from CGL.
 - 1st examiner: Professor of CGL
 - 2nd examiner: one of the following people:
 - Lecturer / Research or teaching assistant with Master's degree
 - Professor from another institution

The final decision is made by the examination board, which appoints both examiners for the Master's Project, the Final Presentation and Oral Examination. If possible, the student's suggestion should be taken into consideration. The examination board ensures that the examination obligations are distributed as evenly as possible among the examiners.

- Students are admitted if they meet the following admission requirements:
 - **Ongoing enrolment** at TH Köln
 - **96 credits (ECTS)** from semester 1 to 3
- The admission to the Master's Project is to be decided by the chairperson of the examination board and, in cases of doubt, the entire examination board.

SUBMISSION AND EVALUATION OF THE MASTER'S PROJECT

- The **Master's project** is to be sent by mail or to be submitted in person in **two hardcover copies as well as two electronic copies** (on two separate data storage media) to the Office of Student and Examination Services (Südstadt Campus, mailing address: Gustav-Heinemann-Ufer 54, 50968 Cologne). The practical part must be submitted digitally on the same data storage media as the electronic copies of the thesis. Additionally, **all documents are to be sent by email to the first and second examiner**.
- If you registered your thesis **before August 31, 2021**, you can submit your documents **electronically**:

- You must send all of your documents **from your student s-mail account** to your two examiners, your program manager, and studium-suedstadt@th-koeln.de.
 - Regarding the electronic submission of your project during Corona, please arrange with your examiners how to provide this to them if the project is a large file size. Previously, a Wetransfer or Google Drive link has sufficed.
- If you registered your thesis **after 31 August 2021**, however, you must submit your **thesis in paper-form**:
 - You must submit two copies of your thesis to the CGL front office by your submission deadline. If submitting via post, you must get a time stamp to prove it was submitted in time. We recommend you register or insure the mail in case it is lost.
 - If your project is in digital (non-print) form, please include two USB sticks with the project to CGL and digital versions of the thesis and documentation.
 - The mailing address is:
Cologne Game Lab
Schanzenstraße 28, 51063 Köln
 - **These rules are unique to GDR.** If you're from another program, please consult your Program Manager about submission requirements.
- Formal details:
 - The inclusion of intellectual property of others has to be marked in the text passage and identified with all relevant information in the **bibliography**.
 - **Declaration of independent work:** Accompanying the thesis must be a declaration that states that the work is the student's own – or, if the project has been a team project, that his/her contribution to the work is his/her own. You may find the official TH Koeln document [here](#).
 - In team projects an additional declaration on the collaborative contributions is to be stated in the project documentation.
- If the due date (four months from the registration date) falls on a Sunday or holiday, it is due the following work day.
- The Master's Project is passed if it is graded "sufficient" (4.0).
- If a student does not pass, they may retake this examination once.

FINAL PRESENTATION AND ORAL EXAMINATION

- The presentation of the Master Project & Thesis and the subsequent oral examination complement the Master's project, are to be evaluated independently and should take place within eight weeks of submission of the Master's project.
- The **presentation** of the Master project (theoretical and practical part) should last **at least 15 minutes and may not exceed 30 minutes**. The subsequent **oral examination** will be held for **30 minutes**.
- Students do not have to register for the Final Presentation and Oral Examination separately. This is included in the application for admission to the Master Project & Thesis.
- Students may only be admitted to the Final Presentation and Oral Examination, if...
 - they are enrolled at TH Köln,
 - they have **passed all module examinations** and

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- their **Master's Project** have been graded at least “sufficient” (4.0).
 - The admission is granted by the chairman of the examination board as soon as the examination office has received all required supporting documents.
 - The **examination commissions** consist of up to 3 members of the following group. However, only the **two examiners** will evaluate the presentation and oral examination.
 - 1st examiner of the Master's Project
 - 2nd examiner of the Master's Project
 - Protocol: Research / teaching assistant
 - If a student does not pass the Final Presentation and Oral Examination, they may retake this examination once. Regulations with Corona have permitted an additional pass should the student fail twice.
 - Know that from the date of your passed exam, you will no longer be considered a student by official offices (visa, health insurance, etc.), **not** the end of the semester. You will still be able to use your student train ticket until the end of the semester. For non-EU students, your 18-month job search period begins from the date of your exam.