

Specifications of the procedure of the Master's-thesis D-ARCH, starting HS 2021

Timeline:

Wednesday, week 13, 41 (Coordination meeting):

- Presentation overall theme preparing chair
- Start of forming of cooperations between designers/non-designers [see next page](#)
- Development of individual programs (core programmes must be ready by coming Masterthemensitzung) [see next page](#)

Wednesday, week 19/49 (Masterthemensitzung):

- Presentation of free-themes by the students.
- Designation of a professor for preparing the overall-theme for next but one semester
- Uploading of the names of the cooperation partners and of their core programmes

Thursday, week 19/49 (start of enrollment)

- Students choose cooperation partners and their programmes in priorities 1 - 4 (same procedure as before)

Wednesday, week 2/25 (end of enrollment)

- Students make their choices and upload portfolio and motivation letters
- Cooperation partners receive lists with students who have chosen them
- Start of selection by the cooperation partners

Wednesday week 6/18 (end of selection by the cooperation partners)

- Cooperation partners send list with prioritized students to R. Krieg

Second half of July/February (end of allocation of students)

- R. Krieg allocates students according to their and the cooperation partners' priorities

Monday, week 8/38 (hand out of Master programmes)

- Upload of individual programmes until 17:00 h, start of preparation phase (7 weeks)

Friday, week 8/38 (overview list)

- List of all students to cooperation partners, administration, RapLab, model builder

Monday, week 14/45 (end of preparation phase, start of elaboration phase)

- Grading of preparation phase [see next page](#)

Wednesday, week 15/46 (Decision whether students continue or interrupt the Master-Thesis)

- Based upon the grade for the preparation phase

Thursday, week 2/22 (Submission of Master's thesis, until 18:30 h, start of exhibition)

- Grading of elaboration phase [see next page](#)

Monday, week 4/25 (Notenkonferenz)

- Final grading

Actions to be taken:

1. Forming of cooperations (starts week 13/41, ends week 19/49)

- One cooperation partner must be a designer (from IEA or LUS)
- Second cooperation partner can be a non-designer from GTA, IDB, ITA, LUS, IEA
- Only two combinations is allowed per semester where the second cooperation partner is a designer, in order to guarantee a sufficient number of partnerships
- Three cooperation partners are possible. In this case two partners must be designers. Number of students to be taken, is then doubled (with a reasonable reduction)
- All designers must offer a programme (code of fairness)
- Maximum number of students will be decided after enrolment

2. Preparing of core program (week 13/41, ends week 19/49)

- Students enroll on the basis of the names of the cooperation partners and their core programme
- Core programme must be uploaded in enrollment system by Wednesday week 13/41, 13.00h (to be sent to R. Krieg until Wednesday, week 13/41, 09:00 h the very latest)

Core program consists of:

- Picture (optional)
- Topic (Title)
- Description of preparation- and elaboration phase in key words
- Work that has to be done during preparation phase (expectations)
- Ratio of grading parts by the cooperation partners in preparation and elaboration phase [see also below](#)

3. Grading

- Final grade consists of 40% preparation and 60% elaboration phase (fixed)
- Cooperation partners decide on their weighting for preparation and elaboration phase and declare this in the core programme.