

Bernstein Center for Computational Neuroscience Berlin

Master Program Computational Neuroscience

Instructions for registration of the Modules Individual Studies, Courses on Advanced Topics, Lab Rotations, Master Thesis and for submission and defense of Master Theses.

All forms available at: <https://www.bccn-berlin.de/graduate-program-download-area.html>

For questions: graduateprograms@bccn-berlin.de or elsa.harms@bccn-berlin.de

Individual Studies

- Courses do not need to be graded
- For each course a certificate (Schein) is needed
- Once you have obtained all necessary 6 ECTS, fill out the recognition form:
Form for the recognition of Individual Studies (Laufzettel for the Examination Office)
- Bring the form and all your course certificates (originals!) to the coordination office — the form needs to be signed by the person responsible for the module.

Courses on Advanced Topics

- At least 6 of the required 10 ECTS must be graded, the rest may be ungraded
- For each course a certificate (Schein) is needed
- Once you have obtained all necessary 10 ECTS, fill out the recognition form:
Form for the recognition of Courses on Advanced Topics (Laufzettel for the Examination Office)
- Bring the form and all your course certificates (originals!) to the coordination office — the form needs to be signed by the person responsible for the module.

Lab Rotations

- Before starting a Lab Rotation (LR) fill out the first page of the registration form:
Lab Rotation form incl. Lab Rotation Guide (for the Examination Board)
- For a LR done within the BCCN you don't need to submit a project description. For external LRs you need to have, additionally to your external supervisor, a BCCN supervisor, and in addition a project proposal is required at the time of the registration. **Only one LR is allowed to be external!**
- Bring the Lab rotation form to the coordination office for signature of the Head of the Examination Board (EB)
- Once the EB has approved the topic, you can start with the LR
- Once you have completed the LR and presented the report, fill out the second page of the *Lab Rotation form*
- Once you have completed all three rotations, fill out the recognition form
Form for the recognition of Lab Rotations (Laufzettel for the Examination Office)
- Bring the *Form for the recognition of Lab Rotations* and all three *Lab Rotation Forms* (signed on both pages) to the coordination office for signature by the person who is responsible for the module.
- Send all your lab rotation reports per email (pdf) or in paper form to the coordination office

Master Thesis

- For registering your Master Thesis (MT) you must have completed the modules:
 - “Models of Neural Systems”,
 - ”Models of Higher Brain Functions”,
 - “Acquisition and Analysis of Neural Data”,
 - ”Machine Intelligence”,
 - “Individual Studies” and
 - “Ethical Issues and Implications for Society” (i.e. all modules except Lab Rotations and Courses on Advanced Topics)
- Go to the Examination Office and ask for the form for the registration of your thesis (Anmeldung der Masterarbeit). You must register before starting to work on it!
- Fill out the form with: name of the first supervisor, title, name of the second supervisor, signature of the first supervisor. PLEASE NOTE: Do not change any single word in the title of your MT– otherwise you are to submit a written approval from your supervisor and a written permission from the EB along with your MT!
- The examination office will forward the form to the Head of EB
- You can submit your MT 4 months after registration. It can be submitted earlier (but no earlier than 2 months after registration). It cannot be submitted later than 4 months after registration.
- For MTs done within the BCCN you are not required to submit a project description beforehand (the previous form *Application for the allocation of a Master's Thesis for the Examination Board* no longer exists)
- For external MTs the Examination Board will require you to submit a project description (you can send it per email or in paper form to the coordination office when registering the thesis). For external MTs the second supervisor must be a BCCN member.
- For the format of the MT the following regulations apply:
 - The MT shall not exceed 80 pages

- The MT has to be submitted in three copies (spiral bound) to the Examination Office
- The first page of the MT itself (apart from the title page and the page of contents) is a signed statutory declaration – see Page 4 of the present guidelines for an example
- One electronic copy (pdf) has to be sent to the coordination office
- After submission, the MT has to be defended publicly at the BCCN Berlin. Supervisors must be present. The defense consists of 15 minutes presentation + 5 to 10 minutes discussion
- Supervisors have to submit the assessment of the MT within 2 months after the submission date
- Please also refer to the TU regulations concerning MTs (available only in German):
http://www.pruefungen.tu-berlin.de/fileadmin/ref10/Merkblatt_Abschlussarbeiten.pdf

Eidesstattliche Versicherung

Hiermit erkläre ich, dass ich die vorliegende Arbeit selbstständig und eigenhändig sowie ohne unerlaubte fremde Hilfe und ausschließlich unter Verwendung der aufgeführten Quellen und Hilfsmittel angefertigt habe.

.....
(Datum/Date and Ort/Place)

.....
(Unterschrift/Signature)

Statutory Declaration

I declare in lieu of oath that I have written this thesis independently, without illicit assistance from third parties and using solely the aids mentioned.