

## **Guideline Master Thesis (administrative aspects)**

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### The earliest possible point to begin with the master thesis

The earliest point at which you may begin your master thesis is during the 3<sup>rd</sup> semester, after you have collected at least 70 ECTS credits.

### The latest possible point to begin with the master thesis

You must have applied for your thesis no later than three months after your last module's exam. What counts is the last day of the module (which is in most cases the day of the exam) and not the date of the grading or the submission date of a paper which counts as part of the module. In case that a selected topic is your last module the last day of the semester in which you registered for the selected topic counts as module's exam date (31. March or 30 September).

If the application is made later than three months after that date, you will receive a grade of 5.0 (unsatisfactory) for the thesis and fail.

### Supervisors

- It is your responsibility to choose a topic for your thesis and to find an appropriate supervisor and second examiner. Formally the second examiner is just an examiner, that means his/her task is only to grade your thesis, not to supervise it.
- Between first and second supervisor there shall be no official or personal relationship of dependence (e.g. that it is not allowed, for example, that a professor is the first supervisor and his assistant is the second supervisor).
- One of the two supervisors has to be an official member of the University of Freiburg.
- Both supervisors must have a professorship at a University
- External supervisor: If you cannot find a professor from the faculty able to supervise your topic you can apply for having a supervisor from outside the faculty. A good reason for such an application would be that nobody at our faculty has the expertise in your research topic or that you do your field research outside Freiburg and wish to have one supervisor nearby. If you want to involve an external supervisor/second examiner you and also your faculty thesis supervisor/second examiner must write a letter to the dean of studies, Prof. Fink, and give reasons why you wish to have an external supervisor/second examiner and prove that the person is a full professor at a university.

### Registering for the thesis

- Once you have chosen an acceptable topic and found an appropriate supervisor and second examiner you must apply to the examinations office for approval and permission to begin writing your thesis (deadlines see above).
- The appropriate form can be downloaded from the examinations office website ([http://www.dekanat-ffu.uni-freiburg.de/amt/msc/msc\\_en.php#for](http://www.dekanat-ffu.uni-freiburg.de/amt/msc/msc_en.php#for)) or from the website of your MSc program (see Guidelines and Forms)

- The form must be signed by you and your supervisor. Please discuss with your supervisor a possible second examiner for your thesis and include his/her name in the application form.
- You and your supervisor must agree on a starting date for your thesis and record it in the form.
- Work on the thesis can not begin prior to the chosen starting date.
- Please submit the form to the examinations office. From there it will be forwarded to the chair of the examinations committee for approval.
- Once the chair has approved your thesis application, the examinations office will send you a confirmation letter and inform you about the exact submission date of your thesis.
- You may start working on your thesis upon receipt of the letter of confirmation.

### Writing your thesis

- You have exactly six months to complete the thesis. Please note that you are not allowed to work on your thesis before the official starting date.
- You can suspend the writing of your master thesis only once and only during the first two months after approval. A new topic must be submitted within four weeks.
- The thesis title which you write down in the thesis registration form is a provisional title. You are allowed to change the title slightly, as long it is obvious from the title that you do not change the topic of your thesis. The key words should be maintained. You must not apply for changing the title, just submit the thesis with the final title.
- An extension of a maximum of four weeks is possible only in exceptional cases. This requires the submission of a written application. Requests for extensions must be submitted to the examinations office immediately, and no later than two weeks prior to the submission deadline of the thesis. Your request must be approved and supported by your supervisor in writing.
- Should you fall ill for a week or more during the writing of your thesis you must submit a doctor's certificate to the examinations office immediately. Your doctor has to attest to your illness by filling in the 'Bescheinigung der Prüfungsunfähigkeit' form (doctors note), which can be downloaded from the examinations office website (<http://www.dekanat-ffu.uni-freiburg.de/amt/msc/pruefungsunfaehigkeit.pdf>). You will be granted an extension for the duration of your illness. Please note that the examinations office can only accept illnesses that clearly prevent you from working on your thesis.
- Add as last page a signed declaration which says "I herewith declare that I have written this paper on my own and that I have not used any other sources and materials than those indicated. I properly cited the materials I have relied upon."

### Submission of the thesis:

- The thesis must be submitted to the examinations office by the submission deadline at the latest. You may submit your finished thesis earlier if you wish.
- If the master thesis is submitted after the date stated in the letter of confirmation sent to you by the examinations office, your master thesis will be graded as 'unsatisfactory' (5.0).

- You must submit three copies of your thesis. Each copy must be bound. Spiral binding is not an accepted format for the submission of your thesis.
- The master thesis must include a page on which you attest that you have completed the thesis without external aid, using only the sources and materials indicated and that you have not previously submitted the document in question as a master thesis elsewhere.

Evaluation of the thesis:

- The thesis will be evaluated by your supervisor and the second examiner within 6 weeks after submission. The final grade of your master thesis is the average of the two grades awarded by the two examiners.
- To pass, the master thesis must be graded as sufficient (4.0) or better.