



Registration for the Final Examination

in the Master's Programme
Sociology – European Societies



Registration for the MA thesis

- **Registration Dates**

You may register for your master's thesis twice per semester. The registration date is determined by the board of examiners. And will always be at the beginning as well as at the end of the lecture period.

- **Registration Date in the Summer Term 2013**

April 11th, 2013, 09 am to 1pm

June 27th, 2013, 09 am to 1pm



Documents

When registering for the master thesis please submit

- form "Registration for Master Thesis",
- form "Master Thesis" which includes the proposal for the working title for your thesis, signed by your supervisor,
- proof of being enrolled in the Master 's Programme Sociology – European Societies (Immatrikulationsbescheinigung), and
- proof of having completed at least the modules that are mandatory for the first two semesters and having acquired at least 60 credit points (print-out of your CM account).

Should one of the modules 1 to 6 not be completed the board of examiners may grant registration upon application.



Supervisor and Second Assessor

- **Supervisor of your Master's Thesis**

Full, associated, or assistant professors of the Institute of Sociology as well as lecturers in the master's programme may act as supervisors for your MA thesis, provided they have a doctorate. In addition to that the board of examiners may appoint an outside expert upon application.

- **Second Assessor of your Master's Thesis**

The second assessor will be appointed by the board of examiners, but you are invited to make a proposal.

At least one of the assessors of your MA thesis will be a member of your defense committee.



Examiners in the Oral Exam

- **The Defense Committee**

The defense committee consists of either two examiners or one examiner and one observer. The members of the committee will be appointed by the board of examiners with regard to the subject your thesis deals with. At least one member of your committee will also be an assessor of your thesis.

- **Examiner in the Oral Exam**

Full, associated, or assistant professors of the Institute of Sociology as well as lecturers in the master's programme may act as examiners in the defense, provided they have a doctorate.

- **Observer in the Oral Exam**

Both academic staff of the institute and lecturers in the master's programme may act as observers in the defense.



The Master Thesis (1)

- **Title**

A working title for your master thesis will be proposed by your supervisor in consultation with you and authorized by the board of examiners. The authorized working title will be issued one week after your registration. You may choose the final title in agreement with your supervisor. You are allowed to return the assigned working title within the first three weeks of the working period. This will lead to a simultaneous withdrawal from the examination procedure.

- **Working Time**

Working time for your master thesis will start on the day the authorized working title is issued and lasts 5 months. The thesis can be submitted in person or by mail. It has to be postmarked on the last day of your working period at the latest. Should the thesis not be submitted or submitted after the deadline has expired, it has to be graded as failed. You may repeat a failed exam once.



The Master Thesis (2)

- **Extension of Working Time**

In case of illness or exceptional circumstances the board of examiners can grant an extension of four weeks max. for your working period upon application. Please include either a certificate issued by your physician or a statement of support by your supervisor.

- **Guidelines**

Please take note of the guidelines that have been issued with your working title. There are no additional formatting regulations.

- **Declaration in lieu of oath**

When submitting your thesis you will have to declare that you have independently composed/authored it yourself, using the referred sources and support only. A form serving that purpose will be issued annexed to the working title of your master thesis.



The Master Thesis (3)

- **Assessment**

Supervisor and second assessor will submit independent assessments. Should the second assessors opinion coincide with the supervisor's he or she may refrain from writing an own assessment and simply endorse the supervisor's assessment. Should the grades differ, the arithmetical mean of both grades will be the grade for your master thesis. We will inform you of available grades upon request. If your thesis is not graded at least "sufficient" you may repeat the exam once.

- **Access to the Assessments**

Since you will have to present your findings and defend your thesis in the oral examination you will need to refer to your assessors' critique. Your assessors will put their assessments at your disposal. Should they fail to do so, please get in touch with the exams office and you will receive copies.



The Oral Examination

- **Date**

After you have received the assessments you are free to agree on a date for your oral examination with the members of your committee. As a rule your supervisor will get in touch with you

- **Duration**

The oral examination will last 30 minutes. It is open to the university public unless you voice your opposition.

- **Subject**

The oral examination is dedicated to the presentation and defense of your master thesis.

- **Grading**

30 credit points will be awarded for the final exam, i.e. thesis *and* oral exam. The grade for the final exam will consist of both the grade for the thesis (80%) and the grade for the oral exam (20%).



Completing the Course of Study

- **Application**

Your examination regulations expect you to file an application for the completion of your course of study. Submitting the application is a prerequisite for the issuing of your certificates. Since we assume that you wish to complete your course of study after the defense of your master thesis we have included the application in the registration form for your master thesis. You just have to tick the box.

- **Issuing of Certificates**

Degree certificate, grade certificate and diploma supplement will be issued immediately after the the grades for your modules and final examinations are available. The certificates will either be presented within a graduation ceremony, handed over in the exams office or sent by mail.



Schedule for the Summer Term 2013

- Registration for master's thesis: **April 11th 2013 or June 27th 2013**, 9 am to 1 pm
- Issuing of authorized working title: **April 18th 2013 or July 4th 2013**, 9 am to 13 pm
- Submission of master's thesis: **September 18th 2013 or December 4th 2013**, either from 9 am to 1 pm in the examination office or by mail (date as postmark)
- Submission of assessments: until end of October 2013 respectively January 2014
- Oral Examination: presumably Mid-November 2013 respectively February 2014



Schedule for the Winter Term 2012/13

- Registration for master thesis: October 19th, 2012, 10 am to 1 pm and 2 pm to 4:30 pm
- Issuing of authorized working title: October 26th, 2012, 10 am to 2pm
- Submission of master thesis: March 26th, 2013, either from 10 am to 3 pm in the examination office or by mail (date as postmark)
- Submission of assessments: until end of April 2013
- Oral Examination: presumably Mid-May 2013