



# Registration for the Final Examination

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in the MA

Sociology – European Societies



# Registration for the MA thesis

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## Registration Dates

Thesis registration is possible at two points during any given semester at the beginning and end of each semester (winter semester: Nov. and Feb., summer semester April and Sept.).



# Documents MPO2013

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Please submit the following for your MA thesis registration:

- form ,Thesis Registration',
- form ,Thesis Topic' which includes the proposal for your thesis working title and which must be signed by your supervisor,
- proof enrolment in the MA Sociology – European Societies (Immatrikulationsbescheinigung),
- proof of having completed at least 60 ECTS mandatory to be eligible to start your thesis (print-out of your Campus Management account).



# Supervisor and Second Assessor

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## Supervisor of your Master´s Thesis

Full, associate, 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.



# The Master Thesis (1)

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## Thesis 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 simulta-neous withdrawal from the examination procedure.

## Submission Deadline

On your submission date, please hand in your thesis to your Examinations Office administrator between 10:00 and 13:00. Or drop it into our letter box in the door of room 320 until 18:00. You may also post your thesis via your local post office until midnight on your submission date. The date and time of posting applies. You must retain the receipt of posting. The postal address is Prüfungsbüro PolSoz, MA Soziologie – europäische Gesellschaften, Ihnestr. 21, 14195 Berlin. Should the thesis not be submitted or submitted after the deadline, it will be graded with a fail. You may repeat this failed exam once only.



# The Master Thesis (2)

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## Extensions

Extensions due to acute temporary illness may be given in accordance with §19 [RSPO](#). Further info and an application form can be found on our [homepage](#).

## 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 with the working title of your master thesis.



# The Master Thesis (3)

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## Assessment

Your thesis supervisor and second assessor will provide independent assessment for your thesis. Should the grades differ, the arithmetical mean of both grades will be the grade for your master thesis. You will be informed of your grade by email as soon as both assessments have been submitted. You may view your assessors feedback during office hours. A thesis that has not been graded with at least 'sufficient' may be repeated **once only**.



# Course Completion

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## Application to complete your studies

The course examination regulations require you to apply for the completion of your studies. Submitting this application is a prerequisite for the issuing of certificates. Further information and the relevant forms are available on our [homepage](#).

## Issuing of certificates

Final award certificates will be issued as soon as possible, but processing may take 4-6 weeks in total. Initially, within two weeks you will receive an award confirmation letter in post. As soon as your final award certificates are ready for collection during our office hours, you will receive an email notification.