

Infosheet – (internal) master thesis

1. Before the thesis

- a. Student identifies a research group
- b. Student signs the learning contract with the professor of the research group
- c. Student identifies a second assessor, and let him/her sign the learning contract
- d. Student sends the study contract before the start of the thesis to the head of the teaching commission (currently Michael Nash) for approval and signature
- e. Student sends fully signed contract to the study program coordinator (Ina Emme) and receives a confirmed submission date

2. During thesis and before oral exam

- a. Student starts thesis
- b. Student sends the master thesis to the first assessor for revision before the submission deadline and edits it according to his/her comments
- c. On the official submission date, the student hands in the final version of the master thesis to the supervising professor, the second assessor and the study program coordinator
- d. Student finds a date for the oral exam with first and second supervisor, fills in the registration form and sends it to the study program coordinator
- e. The oral presentation and examination take place within four weeks after handing in the thesis
- f. The supervisor and second assessor write a report

3. Oral exam

- a. Student brings the form “assessment of masters examination” to the thesis defense. The presentation is public, the questions are alone with the supervisor and second assessor
- b. After the exam, the first supervisor sends all documents (learning contract, assessment of master’s examination, two reports on the thesis) to the study program coordinator (scans by email, originals by internal post)