Master’s thesis

1. Start thinking about a topic and find two professors who will be the supervisors. Both supervisors have to be professors unless the supervisor has received special permission to supervise this thesis (see section Authorized Supervisors: https://www.ling.uni-konstanz.de/en/studies/master-of-arts/master-of-arts/).

2. Request forms (application for the admission to final examination) from Robert Bucifal (Central Examination Office, robert.bucifal@uni.kn) via e-mail a few weeks before the beginning of the enrolment period (so either in January or June). In this e-mail also indicate your student ID number. The forms have to be filled in together with your supervisors (scanned signatures are sufficient).

3. Send an e-mail to the student advisors Ms. Kelling and Ms. Lloyd-Smith (referat.linguistik@uni-konstanz.de) and request a confirmation that you finished at least half of your study programme and your internship/study abroad.

4. Submit all the signed forms to Robert Bucifal (via e-mail) before the deadline.

5. After you have enrolled for the master’s thesis you will receive a letter and a note in ZEuS. The letter contains all the information about the official start for preparing the thesis and the deadline for submitting it.

### Deadlines

<table>
<thead>
<tr>
<th>Semester of examination</th>
<th>Enrolment period</th>
<th>Start working on the master’s thesis</th>
<th>Submitting the master’s thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>winter semester</td>
<td>1-15 July</td>
<td>by the end of October</td>
<td>four months after start</td>
</tr>
<tr>
<td>summer semester</td>
<td>1-15 February</td>
<td>by the end of April</td>
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### Additional information

- Length of the master’s thesis: 50-60 pages.

- If you have a good reason to postpone the deadline for submission (e.g., sickness), you can apply for an extension until two weeks before the deadline. In case of sickness, you need a document from your GP which lists your symptoms. In case of other reasons, you need to submit a proof with your supervisors signature. Again, all documents have to be submitted to Robert Bucifal.

- Generally, if necessary, the title can be changed after the enrolment, but the topic cannot. The changed title needs to be approved by the supervisors and submitted as part of a short letter to Robert Bucifal.
- List of topics: [https://www.ling.uni-konstanz.de/studium/master-of-arts/thesis-topics-for-master-students/](https://www.ling.uni-konstanz.de/studium/master-of-arts/thesis-topics-for-master-students/)

**Oral exam**

The same procedure as described above holds for the oral examination, i.e., you need forms that you will receive from Robert Bucifal. With these documents, you enrol for the oral examination. The enrolment period is again 1st to 15th July and 1st to 15th February.

You and your supervisors need to decide on a date for the examination and you also need a confirmation from Ms. Kelling and Ms. Lloyd-Smith that you finished all assessments. One week before the oral exam all marks (except for the thesis) have to be in ZEuS. The oral exam lasts 30 minutes.

**After the oral exam**

The supervisors have eight weeks to write the evaluation of the thesis. The university needs between two and three weeks to print the diploma.

**Notes**

**Enrolment before finishing the study programme**

Students have to be enrolled in the programme in order to finish their studies. To give you an example, a student is preparing her master’s thesis in the summer semester (2021), but the date for the oral examination (which is the student’s very last exam of the MA programme) is in the following winter semester (21/22). This student still has to enrol for the winter semester, even if it is just for this last exam. After your last exam, you can apply to be exmatriculated, so that you are not enrolled any longer, and if this happens within the first month of the lecture period, the tuition fees can be refunded. You can find all the details here: [https://www.uni-konstanz.de/en/study/while-you-study/formalities/exmatriculation/](https://www.uni-konstanz.de/en/study/while-you-study/formalities/exmatriculation/)