

Master's thesis

1. Start thinking about a topic and find two 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-konstanz.de) via e-mail in time before the beginning of the enrolment period (either in December or May). In this e-mail indicate your student ID number and if you are a double-degree student. The forms have to be filled in together with your supervisors (scanned signatures are sufficient).
3. Check whether the courses you completed are assigned to the corresponding modules on ZEuS. If this is not the case, please contact the examination office (linguistik.pruefungssekretariat@uni-konstanz.de) and kindly ask them to move the courses. For that, please indicate which course should be assigned to which module in line with the course catalogue.
4. Send an e-mail to Muna Schönhuber (ma.multilingualism@uni-konstanz.de) and request a confirmation that you finished at least half of your study programme and your internship/study abroad.
5. Submit all the signed forms to Robert Bucifal (via e-mail) before the deadline of the enrolment period.
6. After you have enrolled for the master's thesis you will receive an admission 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

Semester of examination	Enrolment period	Start working on the master's thesis	Submitting the master's thesis
winter semester	1-15 July	by the end of October	four months after start
summer semester	1-15 February	by the end of April	

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/>

Oral exam

1. You and your supervisors need to decide on a date for the oral examination.
2. Send an e-mail to Muna Schönhuber (ma.multilingualism@uni-konstanz.de) and request a confirmation that you finished all assessments.
3. Together with the admission letter from Robert Bucifal you also received a form to enrol for the oral examination. You have to fill in the form together with your supervisors (scanned signatures are sufficient). Submit the signed form and the confirmation from the departmental student advisors via e-mail to Robert Bucifal (Central Examination Office, Robert.Bucifal@uni-konstanz.de).
4. Note: If you have not received a confirmation from Robert Bucifal that you successfully enrolled for the oral examination, the oral exam cannot take place.
5. One week before the oral exam, all marks (except for the thesis) have to be in ZEuS. The oral exam takes place on campus and lasts 30 minutes. Exception: The oral exam for double-degree takes place online.

Deadlines

Semester of thesis preparation	Enrolment period for oral exam	Date of oral exam
winter semester	1-15 February	after submitting the thesis
summer semester	1-15 July	after submitting the thesis

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. 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/>