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.

2. Collect forms from Robert Bucifal (Examination Office, C406) a few weeks before the beginning of the enrolment period (so either in January or June). The forms have to be filled in together with your supervisors.

3. Make an appointment with Carmen Kelling (Department advisor, G121). There you will receive 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 before the deadline.

5. After you have enrolled for the master’s thesis you will receive a letter and a message in StudIS. The letter and the message contain 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

- 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.

- 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.

### Oral exam

The same procedure holds for the oral examination, i.e. you need forms that you will receive in Robert Bucifal’s office. 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 Carmen Kelling that you finished all assessments. One week before the oral exam all marks (except for the thesis) have to be in StudIS.

### 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.