

## Master Thesis



### General

Completion period: 6 months  
30ECTS = 900h Workload  
Earliest start: min. 60 ECTS  
Latest start: no deadline  
! Active enrollment required until submission of the thesis



### Supervisor/Reviewer

**First Supervisor:** active supervision + review (grading)  
Supporter and contact person for all questions regarding the thesis  
**Second Supervisor:** only review (grading)

! At least one reviewer must be from the UNR faculty  
! Both reviewers require an examination authorization at Master's level  
! There must be no hierarchical dependencies between the reviewers  
**Internal reviewer** = from the UNR faculty  
**External reviewer** = other faculty or university

If unsure, ask at the Examination office, if your chosen supervisor is accepted



### Registration

**Registration via the official form** (website Examination Office / degree program -> Studies)

- Name and signature of the first supervisor, name of the second supervisor
- Start date (deadline is set for exactly 6 months later)
- Title of the thesis (minor changes are still possible later)

The registration form is submitted directly to the Examination Office.  
Once the form has been checked and approved by the Examination Board, the Examination Office sends a confirmation of registration by post, which defines the exact submission date.



### Writing

**Title:** The title on the registration form is provisional, minor changes are possible.

In case of major changes, the examination office should be informed before submission

**Change topic:** The thesis can be cancelled within the first 2 months; a new topic must be registered within 4 weeks.

**Extension:** In justified exceptional cases\*, an extension of a maximum of 4 weeks can be applied for. For this purpose, an informal application (letter) must be submitted directly to the Examination Office.

**Illness:** The doctor must certify the illness at the beginning of the illness on the pre-prepared form (website examination office/study program); an extension can be granted for the duration of the illness (max. 6 weeks).



### Submission

**The submission must be ON TIME -> if not: Failed!**

**What must be handed in?** 3 bound copies of the thesis (no spiral binding)  
a CD with the electronic version

**Declaration under oath:** Each version must contain a declaration and be signed (see form on website)

**Procedure:** Hand in the 3 copies + CD to the examination office (PA).  
PA stamps all 3 copies, keeps one copy + CD  
Student submits a stamped version of the thesis to both assessors.

The declaration under oath is only valid with your signature!

**Personal Submission:** Monday - Friday 8:00 - 12:30

**Submission by post:** The postmark must correspond to the submission date at the latest  
Make sure that a dated postmark is clearly visible.

**Submission by a trusted person:** Any person can submit the 3 copies (+CD).

No authorisation is required for the submission



## **Receive final certificate**

**Correction time:** as a rule, the correction takes place within 6 weeks

**Final grade:** The average of the two reviewers' grades

**Pass:** To pass the Master's thesis, the thesis must be graded at least "satisfactory" (4.0).

**Failure:** one repetition is possible.

**! Attention:** A new topic must be registered within 2 months of receiving the corresponding letter from the Examination Office.

Examination office does NOT inform when the certificate has been issued

! Active contact by the student is necessary as soon as the grade is entered on the transcript of records



## **Exmatriculation:**

You must be enrolled as long as you still have to complete coursework!

- ➔ If the last academic achievement is the Master's thesis, you must remain enrolled until submission!

More information: check the website of the SCS -> Exmatriculation