

IN-EAST MA programs CEAS & MEAS

## **Information regarding the registration of MA theses**

**Before** registration, contact Ms. Kogler: [melanie.kogler@uni-due.de](mailto:melanie.kogler@uni-due.de)

**Watch out for notifications from the examination office to your university e-mail regarding any changes to this process!**

### **General notes:**

Before thinking about registration, you should discuss your MA research project in depth with your supervisor and make sure you are able to finish within the assigned writing period. *The registration is done by your supervisor, not by you* (details below) and there is no set date for this – it is an individually set date based on both your own and your supervisor's agreement that the time is right.

Please note that there is *no defense/disputation* of the MA thesis in our MA programs. Submitting the MA thesis to the examination office is the final step.

A topic registered for a thesis can only be returned *once and only within the first month of the writing period!*

This document is based on the current examination regulations for the MA programs published in 2019 (links in the footnote 1). *In case you are still enrolled under older regulations*, some aspects are different (shorter writing period etc.)

### **1. Prerequisites**

In order to be able to register your MA thesis, you need to fulfill certain requirements stated in the examination regulations of your MA program. As soon as you have fulfilled all requirements, an account labelled „Voraussetzung zur Anmeldung der Masterarbeit sind erfüllt“ (Requirements for registering the MA thesis are fulfilled) is automatically created in your student account and shows up in your transcript of records/performance record.

The current exam regulations require CEAS students to have gained 75 CP to be able to register their MA thesis. MEAS students need to have gained 15 CP. If students have to fulfill additional requirements (Auflagenfächer/additional CP outside the study program), these need to be fulfilled **before** registration of the MA thesis. The examination regulations (German only) are available here for [CEAS](#) and [MEAS](#).

## **2. Registration**

- Show your ToR/performance record indicating all registered examinations (prerequisites need to be fulfilled) to your first examiner/supervisor.
- The first examiner fills out a form for registering the MA thesis (Formular zur Anmeldung der Abschlussarbeit) electronically. Indicate if you have a suggestion for who your second examiner should be – otherwise the first examiner will name the second examiner and fill in the name accordingly in the registration form.
- Then your first examiner sends the form to the person in charge (for MA CEAS/MEAS: Ms. van de Loo) at the examination office by email with the second examiner in CC
- The examiner prints out this form twice, so you can both sign it. One copy is for you, the other one remains with your supervisor.
- The examination office calculates the final deadline for submitting your thesis and notifies you by email to your student email account.

## **3. Duration of writing period**

The official writing period starts with the date of the topic allocation (Your supervisor fills in this date on the registration form). The duration of the writing period for your MA program is stated in the examination regulations (currently 26 weeks for CEAS and MEAS).

As soon as the examination office has entered your starting date into their system, the official deadline will automatically show on your transcript of record – please make sure to check!

## **4. Format of the thesis when submitting**

You must submit three printed and bound copies of your thesis by the deadline (bound means that no pages can be removed or added (e.g. adhesive binding, hardcover binding) as well as one electronic copy (USB stick or CD) to the examination office (Central Acceptance Office for Theses).

Do not forget to sign the declaration of originality (Eidesstattliche Erklärung) after printing and include it in each copy of your thesis! The digital copies should also contain a digital signature. Formal requirements for the thesis (cover page, layout etc.) are decided by the Chair.

Do NOT submit your thesis directly to your examiner!

## **5. Submission**

a) You can submit your thesis *in person* during the following opening hours at the Front Office of the examination office at Campus Duisburg in Building SG - Please check the notice in the SG foyer, you might need to get a ticket first:

Mondays: 13:00 p.m. to 5:00 p.m. and Wednesdays to Fridays: 9:00 am to 12:00 pm

b) You can also put it (in a labelled envelope) into the „timed“ mailbox/*Terminbriefkasten*.

The “timed” mailbox in Duisburg is located at the side of building LG (see the map, the correct place is „neuer Standort“): [Standort Campus Duisburg](#)

The submission of your thesis is possible until 23:59 at the date of your writing deadline at the latest.

### Address the envelope to:

Universität Duisburg-Essen, Campus Duisburg  
Bereich Prüfungswesen -Zentrale Annahmestelle für Abschlussarbeiten  
z. Hd. Frau Güclü  
Gebäude SG 032  
Geibelstr. 41  
47057 Duisburg

c) If submitting your thesis *by post*, please make sure to use registered mail (and keep the paper from the post office stating the posting date) – The postal stamp counts as date of submission!  
Use the same address as indicated above at b).

If the thesis is not received by the examination office in due time, it is deemed to have been assessed as "insufficient" (grade 5.0).

## **6. External examiners**

If you are writing your thesis in cooperation with a company or an external institution, they can name the second examiner. However, this person is required to have an appropriate degree (at least doctorate). In addition, the IN-EAST examination board has to give its approval beforehand.

### **7. Extension of writing period**

You can apply for an extension if you have a *sound and urgent* reason – do it immediately when the reason for the needed extension arises! For applying use the [relevant form](#) from the examination office homepage (Antrag auf Verlängerung der Bearbeitungszeit der Abschlussarbeit)

This form is in German only. Fill out the 1<sup>st</sup> part of it (tick the correct box for Herr/Mr. or Frau/Ms., fill in matriculation ID number, tick Master-Studiengang and give the study programs name, write your reason(s) in the box Begründung, write location and date (Ort, Datum) and sign (Unterschrift). Submit the form to your first supervisor, Prof: Taube as head of the examination board and the examination office.

Please note that an application for an extension must be submitted in a timely manner and must be received by the parties listed above at least one week before the deadline.

### **8. The final grade**

As soon as *both* examiners have submitted their evaluations to the examination office, you can see the grade of your final thesis in your performance record in HISinOne. The usual grading period is 6 weeks, exceptions are possible.

### **9. Your MA degree certificate**

Your final MA certificate will be created by the examination office. As soon as your documents are ready for pick-up, you will be notified by email. Please confirm with them if you want to pick up the documents yourself or if you would like them to send them to you by postal services. For the latter, please make sure that your correct address is noted in HISinOne! For picking up your certificate in person, please visit the Examination Office's Front Office in Duisburg in Building SG - Please check the notice in the SG foyer, you might need to get a ticket first (office hours Mondays: 13:00 p.m. to 5:00 p.m. and Wednesdays to Fridays: 9:00 am to 12:00 pm).

### **10. Additional notes:**

Please check to make sure, if the title of your thesis is registered correctly. The title you can see in HISinOne/on your transcript of records is the basis for your final MA certificate.

Disclaimer: This document is based on and translated parts of the [examination regulations](#) and the relevant [website of the examination office](#) as available at the time of writing. These German language sources are binding.