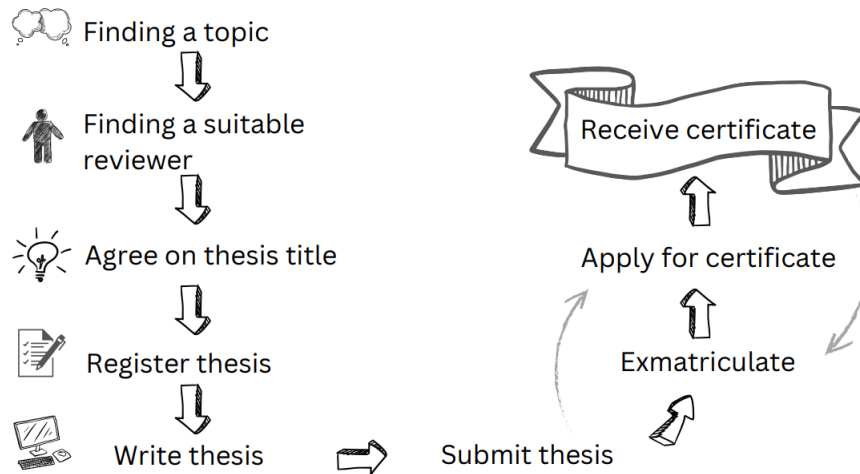


Master Thesis



General Information

Completion period: 6 months

Scope of work: 30ECTS = 900h workload

Earliest start: min. 60 ECTS



! 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 if your chosen supervisor is accepted, check with the examination office



Registration

Registration Form: on website of the examination office (EO)

Signatures: Registration form with signatures of the student and the first examiner

Start date and deadline: Start date must be noted on the form, deadline exactly 6 months after the start date

Confirmation of registration: The registration form is submitted directly to the EO. After approval by the examination board, the EO sends a confirmation letter including the exact submission date by post.



Writing

Title: The title on the registration form is provisional; minor changes are possible. For major changes, the EO should be informed before submission.

Changing the topic: The thesis can be terminated within the first 2 months. A new topic must be registered within 4 weeks of termination.

Extension: In justified exceptional cases, an extension of up to 4 weeks can be requested. An informal application (letter) must be submitted directly to the EO.

Illness: The doctor must certify the illness at the beginning of the illness on the pre-prepared form (available on the website of the degree program or EO). An extension can be granted for the duration of the illness (max. 3 months).



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 copy must contain a declaration
and be signed (see form on website)

Procedure Submission: 3 copies + CD must be submitted to the EO;
the EO stamps all 3 copies and keeps one copy; students are responsible for
ensuring that both examiners each receive one of the stamped copies.

Personal Submission: Check opening hours of EO on website

Submission by post: Submission by mail of the master's thesis must
be made no later than the submission date. Make sure that a dated
postmark is clearly visible or include the receipt.

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

Don't forget:
Without a signature,
the sworn
declaration is invalid



Evaluation of the Thesis

Correction period: According to the examination regulation the thesis should be evaluated
within 6 weeks.

Final grade: Results from the average of the two grades given by the two examiners.

Passing grade: To pass the thesis, the work must be graded at least "sufficient/pass" (4.0).

Failing the master's Thesis: A retake is possible.

! A new topic must be registered within 2 months of receiving the notification letter from the
EO.



Thesis grade recorded? ([HISinOne](#))

approx. 1 week processing time

Certificate document
created (notification by
examination office)

Pick up in
person



pick up through
trusted person
(authorization needed)



Send by post
(on request)



Receiving of final certificate

Enrollment Requirements: Students must
remain enrolled as long as they still need to
complete study requirements. → If the
master's thesis is the last remaining
requirement, students must stay enrolled
until submission (but not necessarily until
they receive the grade).

The examination office generally informs
students once the certificate has been
issued.

More information: check the website of the
Student Service Center → Exmatriculation