

**MA Thesis and Thesis
Presentation
(Students enrolled WiSe 2017
or later)**

Information Meeting
Roads to Democracies

Outline

- MA Thesis and Thesis Presentation (students enrolled with the beginning of WiSe 2017/18 or later):
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Important Documents

- Available in PHIL:Docs:
- Subject-Specific Regulations to the Master's Examination Regulations (Translation)
- Examination Regulations for the Master's Programme (English Translation)
- Credits: 25 Thesis, 5 Thesis Presentation, 90 course work (120 credits)

MA Thesis – Dates and Deadlines

- **Registration (MA Thesis):**
- At any time of the year at the examination office, provided that requirements are fulfilled, and that the student is properly enrolled
- Registration is **not** conducted via unisono!

- **Requirements:**
- Students who have obtained at least 72 CP for the entire study programme will be approved for admission to the Master's Thesis. In addition, the students must have completed modules INT, MET and the module elements MM 1.1 and MM 1.2. (M.A. Thesis Forum, 3 cp + 3 cp)

- **Start of writing period:**
- Starts six weeks after registration at the earliest, apart from this you can choose the start date

MA Thesis and Thesis Presentation – Dates and Deadlines

- **Writing time:**
 - 18 weeks or 26 weeks depending on the type of thesis (in agreement with your supervisor (empirical or historical work with corresponding field research and archive work))
 - Information about result:
 - 8 weeks after submission at the latest
- **MA Thesis Presentation:**
 - The Master's Thesis Presentation can take place during the writing-up period or the assessment period for the Master's Thesis, although at the latest eight weeks after the written notification from the chairperson of the General Examination Board of the Faculty that the Master's Thesis has been received.
 - Also the presentation needs to be registered at the examination office

MA Thesis and Thesis Presentation – Admission Requirements

- Documents to be submitted with registration (by E-Mail):
 - Registration form (on the homepage of the examination office)
 - Please ask the supervisor of your thesis for his confirmation on the form
 - Course certificates and copies in case grades have not been entered to unisono. This is necessary because you need to prove that you have obtained the minimum credit points required for admission to the Master's thesis.
 - Please consult information on the homepage of the examination office

MA Thesis and Thesis Presentation – Topic and Writing Time

- Official Topic and admission to the MA thesis will be sent by the examination office to the official student address by post (please check your address in unisono!)
- Official deadline will be included in admission letter (earliest submission only after 2/3 of writing time)

The candidate can cancel their registration again without giving any reasons up to 1 week before the start of the writing-up period that was specified in the admission notification. The cancellation must be submitted in writing to the General Examination Board of the Faculty. In this case, the registration process for the Master's Thesis in accordance with § 12 (6) begins again, general admission to Master's Thesis remains unaffected.

MA Thesis and Thesis Presentation – Topic and Writing Time

- The supervisor will send the exact wording of your thesis title to the examination office after you have registered. In case you are still searching a supervisor you can contact our academic advisors for advice:
- History: PD Dr. Jürgen Strothmann (juergen.strothmann@uni-siegen.de)
- Social Sciences: Dr. Uta Liebeskind (liebeskind@soziologie.uni-siegen.de)
- If you have no second supervisor at the time of application, you should discuss the choice of a suitable second examiner with the first examiner of your thesis and inform the examination office about your choice as soon as possible

MA Thesis and Thesis Presentation – Supervisors

- The candidate has the right to propose a first supervisor/assessor and a second supervisor/assessor for the Master's Thesis. The proposals must be submitted together with the application for admission to the Master's Thesis. The proposals will be taken into account but a legal claim does not exist.
- **First supervisor:**
 - The first assessor must be a professor or a junior professor at the University of Siegen, or an assistant professor/private lecturer whose private lectureship is based mainly at the University of Siegen, who is engaged in research and teaching and authorised to set examinations in one of the subjects within the interdisciplinary programme or the (core) subject of the Master's thesis. A postdoctoral academic employee or another lecturer with a PhD qualification (except for assistant lecturers) may make an application to the responsible departmental examination board to be appointed as a first assessor.

MA Thesis and Thesis Presentation – Supervisors cont.

- Second supervisor:

- The second assessor should generally be a lecturer with a PhD or a lecturer with a PhD in the core subject.
- In the case of study programmes involving international cooperation, lecturers at partner universities who hold the right to set examinations at a Master's level at their university and meet the requirements in § 65 (1) Sentence 2 of the HG NRW can be appointed as a first and/or second assessor. More details can be found in the subject-specific regulations.
- In special cases, the responsible departmental examination board can also issue other lecturers with authorisation to set examinations. In accordance with the regulations of the HG, the examination board can also appoint persons based on their professional experience and training as second assessors if they possess at least equivalent qualifications.

MA Thesis and Thesis Presentation – Supervisors, how to find them?

- Thesis Forum expert?
- Instructor of an interesting seminar?
- You can inform yourself about the research profiles of the professors at the homepages of the involved departments (Social Science; History, or others in case of second supervisor)
- Arrange an appointment and discuss your ideas with him/her
- The name of the first supervisor must be known before registration, second supervisor can also be determined later, you should discuss this with the first supervisor

MA Thesis and Thesis Presentation – Form and Formalities

- Usually, a maximum of 80 pages of text and should contain approx. 30.000 words
- The Master's Thesis must be written in English (exceptions to be decided by examination board upon formal request)
- Thesis must contain a cover sheet, a table of content, a bibliography/list of references/sources
- The candidate must label the text passages that have their origin in word or sense in other pieces of work by indicating and citing the sources clearly.
- In addition, candidates must include a confirmation of authorship (template on Website Roads, download section)
- Candidates must submit two bound copies and two digital copies (CD-ROM enclosed in each paper copy) to the examination office
- Please see here a style-sheet: [Style-Sheet MA-Thesis](#)

MA Thesis and Thesis Presentation – Form and Formalities

- Format (recommendations):
 - Font Type: Arial or Times New Roman
 - Font Size: Arial 11 Pt, Times 12 Pt., Footnotes 9 resp. 10 Pt.
 - Line space: 1.5
 - Margin: 2.5 left, top and bottom; 3.5 right
- Ask your supervisor for additional/different preferences!

MA Thesis and Thesis Presentation – Specific legal questions

- **May I change the topic during the writing time?**
 - The topic, tasks and scope of the thesis should be limited so that the writing-up deadline can be met. The topic can only be cancelled once and only within two weeks of starting the writing-up period. In this case, the registration process for the Master's Thesis in accordance with § 12 (6) begins again, general admission to Master's Thesis remains unaffected.
- **What happens when I get ill?**
 - If the candidate is ill, the deadline for the submission of the Master's thesis can be extended on one occasion by up to 4 weeks. The illness must be verified with a medical certificate. The medical certificate must be submitted to the General Examination Board of the Faculty.

MA Thesis and Thesis Presentation – Specific legal questions

- **What happens if I fail the MA thesis? May I repeat the MA thesis?**
- If the Master's Thesis has been failed, there can be one retake.
- In case the Master's Thesis has been failed or is considered to have been failed, the Chairperson of the Faculty's General Examination Board informs the candidate about this by written notification. The notification includes information about if and to which extent and within which timeframe the Master's Thesis can be repeated.

A large, horizontally-oriented oval with a maroon background and a white border. The text is centered within the oval.

M.A. Thesis
Presentation

Further Information Thesis Presentation

- **Registration:**

- The date needs to be agreed with the supervisors, first supervisor needs to sign registration form (available on homepage of examination office).
- The Master's Thesis Presentation can take place during the writing-up period or the assessment period for the Master's Thesis, although at the latest eight weeks after the written notification from the chairperson of the General Examination Board of the Faculty that the Master's Thesis has been received.

Further Information Thesis Presentation

- **Form/Duration:**
- Oral examination with the two examiners who have been assigned as the supervisors/assessors of the Master's Thesis
- 30-45 minutes, focuses on contents and topic of MA thesis
- Must be conducted in English (exceptions to be decided by examination board upon formal request)
- If supervisors/examiners of the participating partner universities are involved, the Master's Thesis Presentation may be conducted by a videoconference insofar as there are no data privacy concerns.

Further Information Thesis Presentation Cont.

- **What happens if I fail the Thesis Presentation:**

- The Master's Thesis Presentation must be passed with a minimum grade of “sufficient” (4.0), otherwise it is considered to have been failed. If the candidate fails the Master’s Thesis Presentation, it can be retaken once, whereby the date of the retake will generally be during the lecture period. The regulations in § 12 apply for the retake of the examination.

- **Completion of MA studies:**

- The Master’s programme has been successfully completed when the student has successfully participated in all of the required modules for the study programme according to the subject-specific regulations, passed the Master’s Thesis and obtained 120 CP.

Foreigner's office

- **Confirmations for the foreigner's office in Siegen can only be issued by the examination office after thesis registration!**

**Thank you for your
attention!**

Any questions?
