

Formalities of a Master thesis

Registration of your MA thesis

- **Supervisor and second examiner:** You will have to choose a supervisor for your master thesis as well as a second examiner. You will develop the topic and the outline of your thesis together with your supervisor. Questions and problems regarding your thesis should be discussed with him on a regular basis. Possible supervisors and second examiners are: Dr. Waldmann, Prof. Hummel.

The two examiners need to be chosen and registered from the beginning. Both will grade your thesis independently from each other; the final grade of your thesis will be the average of both examiners' grades.

- **Registration:** The application for admission of your MA thesis including the exact title of your thesis and the name of your second examiner will be filed online by your supervisor.

Admission email: The examination office will proceed your application and inform you about admission via email (hhu-account). This email informs you further about the exact title of your thesis and the names of the examiners and sets the submission deadline. Contact person in the examination office is Mr. Lechtenfeld (building 21.02 (SSC), office hours: Monday, Wednesday: 1.00 – 2.30 p.m.; Tuesday, Friday: 9.00 – 10.30 a.m.; Thursday: 11.00 a.m. – 12.30 p.m.).

Change of thesis title: We do not recommend to do this but have to mention that you have the right to return your assigned thesis title by writing to the examination office within four weeks after having picked it up and applying for a new thesis title; but you can do so only once. Please be aware of the fact that you can still submit your

thesis only as long as you are a fully registered student of Heinrich Heine University. If your submission deadline would be after the end of September, you would have to re-register as a student of Heinrich Heine University, including proper visa status, health insurance, semester tuition etc.

- **Duration of writing period:** The examination regulations say that you have four months for writing your master thesis; the period starts on the day that you receive the admission email from the examination office. For the sake of fairness, the examination office expects that everybody starts to work seriously on his or her thesis only after having received the admission email.

Writing period

- Do not underestimate the time needed to research and write. Please take this advice seriously.
- **Literature research:**
 - Start immediately with your literature research, because in case you need to loan a book via inter-library loan, it can take some time to get it.
 - [Here](#) you find information about how to find literature via the opportunities of the university's library or via inter-library loan.
- **Check your thesis before submitting it:**
 - A couple of days should be reserved for proofreading, formatting, copying, binding etc. in order to submit the thesis in a proper and professional form.
- **Submission deadline and its extension:**
 - Please take the deadline serious!
 - It is not up to the examiners to extend the period of four months.
 - Only the examination office can grant extension, according to the examination rules only in case of serious and well documented reasons such as illness, urgent family matters, extraordinary problems in getting data etc. The maximum extension to be granted is four weeks but the extension usually will not be granted beyond the end of the semester, i.e. the end of September.
 - Please find [here](#) further information about how to extend the submission deadline.

Formal requirements for the submission of your thesis

- **Layout:** Use type “Times New Roman” size 12pt. or Arial size 11pt., justified. Line spacing: 1,5 and right and left margin should be 2,5 cm minimum (examiners need space for notes). Include page numbers to the running text; the front page does not get a page number, whereas the table of contents and the list of abbreviations get Roman numerals.
- **Structure:** The thesis should start with an outline, followed by the body of research, followed by bibliography. The main part should be divided into chapters, sub-chapters and sub-sub chapters if needed, each with a descriptive title.
- **Length:** You have to write about 60 pages or 18.000 words.
- **Front page format:**
 - Heinrich Heine University Logo
 - Thesis title (taking the exact wording and punctuation as written on the examination office letter)
 - Faculty, institute and study program
 - Student’s name, email and matriculation number
 - Names of Supervisor and Second Examiner
 - Submission date
 - You can just write „Master Thesis“
- **File format:** We recommend to convert your work to pdf format before print-out to avoid changes in the layout.
- **Declaration of authorship:** Please do not forget to include, best as last page, a hand-signed (!) „Declaration of authorship“ (Please find [here](#) the download form).
- **Submission:**
 - The electronic submission of your theses as PDF document in the student portal is mandatory. Electronic submission is only possible within the deadline. The date of the upload will be logged as the official date of submission. **Please note: If you do not hand in your thesis in time by uploading it to the student portal, your exam will be graded as fail.** Please find an instruction for the online submission of the thesis [here](#).

- Your supervisor requests the additional submission of a paper version. Parts belonging to the thesis, such as storage media, etc., which cannot be integrated into the PDF must also be submitted directly to the examiners.
- **Repetition of Master thesis examination:** If your thesis has been graded as fail, you can repeat your thesis examination by writing another thesis with another title. You can do so only once.

If, for any reason, the thesis submission or the preparation of another thesis would extend beyond the current semester, you would have to re-register as a student of Heinrich Heine University, including proper visa status, health insurance, semester tuition (for semesterticket and social benefits) etc.

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