

IN-EAST MA programs CEAS&MEAS

Information regarding the registration of MA theses

Before registration, contact Ms. Kogler: melanie.kogler@uni-due.de

Attention: Due to the corona pandemic, the thesis submission process is affected and in some points currently differs from the normal procedure outlined below in the steps 1-10.

Please note that at the time of writing, the examination office is closed to personal visits and MA theses (**all required 3 printed copies**) need to be sent in by post or submitted in a labelled envelope into the „timed“ mailbox/Terminbriefkasten. The location of the mailbox in Duisburg is at building LG (see the map, the correct place is „neuer Standort“): [Standort Campus Duisburg](#)

Adress the envelope to:

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

The **required digital copy** of your thesis needs be either handed in on CD/USB stick (include in the envelope with your printed copies!) or by e-mail to Ms. Güclü sema.gueclue@uni-due.de at the same time of submission of the printed copies.

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

General note:

Before even 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.

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.¹ 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.

2. Registration

- Print out your ToR/performance record showing all registered examinations (prerequisites need to be fulfilled) and take it to your first examiner/supervisor.
- The first examiner fills out a form for registering the MA thesis (Formular zur Anmeldung der Abschlussarbeit) electronically. He/she needs to know 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 complete form to the person in charge (for MA CEAS/MEAS: Ms. Gaag) at the examination office by email with the second examiner in CC
- The examiner also 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 deadline will be automatically shown on your transcript of record.

4. Form of the thesis

You are required to hand in three printed and bound copies (including the Declaration of Originality) and one digital copy (on CD or USB stick) to the examination office. Formal requirements for the thesis (cover page, layout etc.) are decided by the Chair. Do not submit your thesis directly to your examiner!

¹ 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) can be found here for [CEAS](#) and [MEAS](#).

5. Submission

You can submit your thesis in person to our central receiving office for final theses. It is located in room **SG 032** and open during the following office hours:

Monday to Friday: 09.00 to 12.00 and

Monday to Thursday: 13.00 to 15.00

If you are unable to submit your thesis during office hours, you still can hand it in using the nighttime mailbox at the LG building.

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

If you use the nighttime mailbox, please submit your thesis using three separate envelopes – do not forget the Declaration of Originality and the digital copy saved to an appropriate medium - and address them to the central receiving office for final theses in SG 032. (see address below)

If you want to send your thesis to the examination office by post, please use this address:

Universität Duisburg-Essen
Bereich Prüfungswesen
Annahmestelle für Abschlussarbeiten
SG 032
Geibelstr. 41
47057 Duisburg

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 will be counted as date of submission!

6. External examiners

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

7. Extension of writing period

If you need to extend the duration of your writing period, you can apply for an extension if you have a *sound and urgent* reason. Please fill in the application and send it to the examination office (Ms. Gaag). Please make sure to keep the relevant deadline for submitting the application for extension (immediately when the reason for the needed extension arises and at least one week before the original writing deadline).

For applying use the [relevant form](#) from the examination office homepage (Antrag auf Verlängerung der Bearbeitungszeit)

This form is in German only. Fill out the 1st 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 the examination office and ask them to pass it on to Prof. Taube as head of the IN-EAST MA examination board. The examination office will inform you about the final decision.

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 certificate

Your final MA certificate will be created automatically by the examination office. As soon as your documents are ready for pick-up, you will be notified by email.

Attention: For the duration of the corona crisis, MA certificates will be sent out to you by post as soon as they are ready. Personal pick-up is not possible. Please make sure that your postal address is noted correctly in your student account!

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.

The German version of this document is binding. Access German version here (Informationen zur Anmeldung zur Master-Arbeit, at the bottom of the page): [CEAS](#) / [MEAS](#)