

IN-EAST MA programs CEAS & MEAS

Information regarding the registration of MA theses

Before registration, contact Ms. Kogler: 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 note:

Before even thinking about formal 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.

This document is based on the current examination regulations for the MA programs published in 2019 (links in 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.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.

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) are available here for [CEAS](#) and [MEAS](#).

2. Registration

- Show your ToR/performance record showing all registered examinations (prerequisites need to be fulfilled, see 1.) and take it to your first supervisor.
- The first supervisor fills out the form for registering the MA thesis (Formular zur Anmeldung der Abschlussarbeit) electronically. She/he needs to know if you have a suggestion for who your second supervisor should be – otherwise the first supervisor will recommend someone and fill in the name accordingly in the registration form.
- Then your first supervisor sends the form to the person in charge at the examination office (for MA CEAS/MEAS: Ms. van de Loo) by email with the second examiner in cc
- She/he 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 your thesis (see 3.)

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 automatically show on your transcript of record – please make sure to check!

4. Format of the thesis

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

5. Submission

a) You can submit your thesis in person during the following opening hours at the Front Office Duisburg in Building SG - **Please get a ticket in the entrance hall on the ground floor first**

Mondays: 1:00 p.m. to 3:00 p.m. and Wednesdays to Fridays: 9:00 a.m. to 12:00 p.m.

b) You can also submit it in a labelled envelope into the „timed“ mailbox/Nachtbliefkasten. The location of the “timed” mailbox in Duisburg is at 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.

c) You can also send your thesis by post. Address 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

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 supervisors

If you are writing your thesis in cooperation with a company or external institution, the second supervisor can be named by that company/institution. However, the 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. Van de Loo). 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* supervisors have submitted their evaluations to the examination office, you can see the grade of your final thesis in your transcript in HISinOne. The usual length of the 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, you will be notified by email. Please confirm with them if you want to pick up the documents yourself or if you would like for them to send them to you by postal services. For the latter, please make sure that the correct address is noted down in the system!

For picking up your certificate in person, please visit the Examination Office's Front Office Duisburg in Building SG during the following opening hours - **Please get a ticket in the entrance hall on the ground floor first**

Mondays: 1:00 p.m. to 3:00 p.m. and Wednesdays to Fridays: 9.00 a.m. to 12.00 p.m.

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](#)