Master's thesis registration and declaration form

Upon completion submit to the Examination Office (*Gemeinsames Prüfungsamt*, Voßstr. 2, Geb. 37, 69115 Heidelberg)

BEFORE YOU FILL IN THE FOLLOWING PAGES, PLEASE READ THESE NOTES!

When do I have to register for my master's thesis?

To register for your master's thesis you must have completed the course work of the first three terms. Please note that according to §18,6 of the Rules and Regulations of Examination, you must register for your thesis **within six weeks of having received your last course credits and grade**. As the M.A. Transcultural Studies is a two-year programme, this should fall into April of your last study year. To be eligible to register you furthermore have to be enrolled as full-time student in the MATS and not have forfeited your right to be examined in the discipline.

Who can serve as supervisor/reader for my thesis?

You need two readers. Both readers of your thesis must carry the academic title "Prof. Dr." or "PD Dr." / "Dr. habil.". At least one reader, generally the first reader, must be a professor at the Heidelberg Centre for Transcultural Studies (HCTS). The other reader can be from another institute of Heidelberg University if your topic requires such an external expertise. In each case, you have to submit a written application for supervision by a Professor outside the HCTS to the Examination Office (*Gemeinsames Prüfungsamt*) before registering your thesis. Additionally, a short confirmation from the supervisor in question is required. Please contact your Focus Advisor for further information.

What is the procedure to register? What steps do I have to take?

Step 1: We strongly advise you to make an appointment with your appropriate Focus Advisor already during your third term to check whether you will have successfully completed the course work for graduating in your fourth term. For this preliminary assessment please send a list of all classes you attended and are attending during your master studies in advance.

Step 2: Make an appointment with your readers to finalize your thesis title and have both of them sign page 3 of this form. Please note that the date of your 1st reader's signature has to fall within the six-week registration period and is the starting date for your thesis.

Step 3: Complete the rest of the form yourself and submit it to the Examination Office (Gemeinsames Prüfungsamt, Voßstr. 2, building 37, 69115 Heidelberg) together with all course certificates that have not yet been submitted.

If you are eligible and the paperwork is in order, you will receive written admission to your master's thesis, including the exact deadline for submission.

Note: If you cannot keep to the official time-plan due to sickness or unavailability of one of your readers, please contact the MATS Office as soon as possible!

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What does 'binding' mean for the thesis title?

'Binding' means that the thesis title on your registration form must be identical to the one on your thesis once you submit it. Therefore please discuss the title with your supervisors before you put it to paper. We recommend that you only write down a more general main title, enabling you to add a more precise subtitle while you write your thesis.

How long does my thesis have to be?

The description of modules requires your thesis to be roughly 25,000 words (pp. 60 pages) long. If your thesis' word-count falls below 20,000 words or exceeds 40,000 words, it will not be accepted and graded as failed. The word-count of your thesis includes (foot/end) notes, but excludes the bibliography. The word-count has to be listed on the cover page of your thesis.

How long do I have to write my thesis?

Starting from your registration date, you have five months to complete your thesis. If, during the time of writing, you fall sick, make sure to get a doctor's note that indicates the time you will not be able to work on your thesis due to sickness. Please submit a copy of the doctor's note together with a short letter requesting the extension of your submission deadline for the time you were sick to the Examination Office (*Gemeinsames Prüfungsamt*). You can also apply for a deadline extension of up to two months for other reasons than sickness. In order to do so you have to submit a written application detailing the reasons for and the duration of the extension. Additionally, your supervisors are required to notify the Examination Office whether they support your application or not.

Note: All applications for deadline extensions have to be submitted at least two weeks before your original deadline (except for sickness or other sudden and significant circumstances for which you are not responsible)!

How do I submit my thesis?

Note: Before submitting your thesis, you have to successfully pass your oral examination!

You must submit three adhesively bound, printed copies as well as an electronic version (PDF) to the Examination Office (*Gemeinsames Prüfungsamt*). All of these must include an abstract and a signed declaration against plagiarism.

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Major Subject: _____

Minor Subject: _____

Please note: Only complete applications will be processed!

Personal details

FIRST and FAMILY NAME (*in block letters*): _____

Matriculation No.: _____

Student email address: _____

Date of Birth: _____ Born in (City): _____Country of Birth: _____

Citizenship:_____

I received financial support by the German Government (BaföG): ☐ yes ☐ no

BaföG number: _____

Please note: Your official student email address will be used for all correspondence regarding your final exams!

Current address

Street: _____

Postcode and place: _____

Phone (*optional*): _____

Home address (*optional information; mandatory when postal delivery of certificates is requested*)

Street: _____

Postcode and place: _____

Country: _____

The following documents have to be handed in together with this form

☐ Curriculum Vitae

☐ Copies of all course certificates that are not yet on file at the Examination Office

☐ Bachelor Degree

Date: _____ Place: _____ _____

(Signature of Candidate)

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Title and Supervision of Master's Thesis

I hereby confirm that I will serve as supervisor for the below named master's thesis:

Full name of candidate: _____

Matriculation No.: _____

Title of thesis (*binding!*)

_____

_____

Name of 1st supervisor/reader: _____

Date: _____ Place: _____ _____

(signature)

Second examiner (if known):

Name of 2nd supervisor/reader: _____Signature: _____

Oral Examination is scheduled for / was completed on _____

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Public availability of my Master's thesis

☐ I declare that my thesis shall not be made available to anyone.

☐ I authorize that a print copy of my thesis shall be made available for public reference, interlibrary loan, and copying after expiry of the retention period.

Please note that you may also send a PDF of your master's thesis to gpa@uni-hd.de.

4. Declaration

By signing this form I confirm that

- all the statements above are correct
- I have read and fully understand the examination regulations
- I have not lost my right of examination in Transcultural Studies
- I am not in the process of writing another Master's thesis in the same subject at another university.

Date: _____ Place: _____ _____

(Signature of Candidate)