

MA THESIS: registration to submission



1. Decide in which semester you will write your thesis

The regular semester to write the MA thesis is the 4th semester. The thesis needs to be registered for/written in the 5th semester at the latest and needs to have been passed at the end of the 6th semester at the very latest.



2. Select the subject area in which you want to write the thesis

- Decide whether you want to write your thesis in **Literature and Culture**, **Synchronic Linguistics**, **Diachronic Linguistics** or **TEFL**
- Make up your mind about **possible, more narrow fields** in which you would like to write your thesis (e.g. Modernist Literature, Corpus Linguistics, etc.)
- Get informed about **who is entitled to supervise** MA theses and think about whom you would like to be supervised by (see list of examiners in the MA section on the Anglistik-Website)

Also check the personal websites of the examiners to find out about their special areas of research. You can often also find a list of MA theses previously supervised by these examiners on these websites.



3. Get in touch with the examiner by whom you would like to be supervised

- **Contact examiners early** (ideally in the first half of the term before the term in which you want to write the thesis; in any case well before the 1st registration period; **for a thesis in TEFL: at least one year beforehand**) and ask whether they would be willing to supervise your thesis.

It is recommended to also already indicate in which area(s) of research you would like to write your thesis when contacting examiners. Examiners might also have their own, specific procedure/requirements (e.g. submission of a thesis abstract, etc.). Please check the examiners' personal websites.



4. In case the examiner agrees to supervise your thesis

- Make an appointment with your supervisor to clarify any questions you might have and to talk about **possible topics/topic areas for your thesis** in more detail



5. In case the examiner does not agree to supervise your thesis

- Reasons usually are:
 - The supervisor has already accepted many other candidates and does not have capacities left
 - The topic/field of research you would like to work in is too far away from the supervisor's area of interest/expertise

Usually examiners can recommend colleagues whom you can ask instead.





6. Registration for the MA thesis

Registration is with the supervisor and therefore presupposes that you have found an examiner who is willing to supervise your thesis

- Fill in the **top part of the MA thesis registration form** (up to/including the section „Unterschrift der/des Studierenden“) and sign it

You can download the form from the PAGS website.

- Make sure that the form reaches your supervisor **in the (correct!) registration week**

Students who write their thesis in the 5th or a later semester need to register in the earlier Registration Period 1

Students who write their thesis in the 4th or an earlier semester can register in the later Registration Period 2

The registration periods are announced on the Anglistik website and the PAGS website (please select the relevant semester here)

- The form can be **handed in** in the following ways:
(1) As an e-mail attachment: There still needs to be a handwritten signature on the form. Please send a **(well-readable) scan in PDF format** (and use your campus e-mail address when sending it)
(2) In person during an office hour with your supervisor

It is your responsibility to make sure that the form arrives in time.



7. Topic assignment and confirmation of registration

- Your supervisor will decide on the **exact topic of your thesis** and will enter this topic in the registration form during the registration period. He/she will then hand on the form to the coordinator of studies.
- The coordinator will inform you **at the end of the registration period** that the form has arrived in time. This e-mail will also include your **topic** (in the wording in which it will be handed on to the PAGS).
- A couple of days later the topic and a confirmation of registration can also be seen in LSF (see **“List of exams registered for”**; **this is how the PAGS officially confirms your registration**)



8. Writing the MA thesis

- Usually, there will be regular **meetings with your supervisor** to clarify any questions you might have concerning content, methods, etc. The exact mode of supervision can vary between supervisors.

According to the study and exams regulations ([Prüfungs- und Studienordnung](#)), you have 20 weeks for writing the thesis and the thesis needs to be 60.000 - max. 90.000 characters long. The exact submission date is announced on the PAGS website and is calculated relative to the first day of the registration period.

- You might be invited to present your thesis project in a **colloquium**.
- The **PAGS** is in charge of any **administrative and exams regulations issues** that might occur in the course of writing the thesis (e.g., applying for a deadline extension because of illness, etc.)



9. Thesis submission

- The **submission deadline** is announced on the PAGS website:
- The PAGS website also informs about **how and where to submit** the thesis; see



! The thesis needs to be submitted to PAGS, not the English Department or your supervisor (who might, however, ask you to submit a digital version to him/her per e-mail IN ADDITION to the print submission at PAGS)

- In case of questions, please feel free to contact PAGS (Ms. Pérez-Morales)
- If PAGS asks you to submit by postal mail, it is recommended to send it by registered post (*per Einschreiben*)



10. MA-Disputation (defense)

- The defense is an **oral exam (15-30 minutes)**; your supervisor will inform you about the exact mode of examination (usually, the defense comprises a short presentation of your thesis topic and a discussion)
- There is **no need to register** for the defense. You will be **invited by your supervisor** once he/she has read your thesis

More information can also be found on the Anglistik-website and on the PAGS website.