

MA thesis checklist

Module Master's Thesis (valid from 1 April 2022):

From the summer semester 2022, the Module Master's Thesis will comprise the following courses and exams:

1. Betreuungsübung (supervision tutorial for MA theses) in the subject area where you write your MA thesis => yields 0 ECTS and "belegt"
2. "Oberseminar" (graduate seminar) in the subject area where you write your MA thesis => yields 0 ECTS and "belegt"
3. The "Modulteilprüfung" (module examination segment) "Master's Thesis Defence" => yields 4 ECTS and a grade
4. The written MA thesis => yields 26 credits and a grade

Please note that you can only register your MA thesis and register for the Betreuungsübung and Oberseminar when you have collected at least 60 ECTS on your FlexNow account.

MA thesis Registration at the Examinations Office:

Since the pandemic made administrative changes necessary, the registration process for your MA thesis has changed. It is, however, possible that there is going to be a change again after the end of the pandemic situation. Hence: always check this page before registering your thesis to make sure you are following the correct process: <https://www.uni-bamberg.de/en/studies/currently-enrolled/office-of-examinations/final-thesis-registration-information/>

As of March 2022, this is the valid procedure: To register your thesis you need to write an e-mail from your stud.uni-bamberg.de-account to the Examinations Office (Prüfungsamt): guk.pruefungen@uni-bamberg.de with the subject heading "Registration for thesis in the degree programme MA EAS".

Your e-mail needs to include the following information:

- Your family name and first name (the way they are written in your passport)
- Your student ID number ('Matrikelnummer')
- Your first examiner/supervisor and, if possible, your second reader¹
- The subject area to which your MA thesis belongs (cultural studies, linguistics or literary studies)

The Examinations Office asks you to check if your postal address in FlexNow matches your current place of residence. If you have a new postal address, please change this entry in the university's online services for students.

Please fill in the table you will receive from the Examinations Office and forward it to your thesis supervisor, the second reader and the head of the examination board (Prof. Dr. Manfred Krug). Your supervisor and second reader will have to confirm that they will serve as supervisor or second reader; the head of the examination board needs to approve of your topic. Please note that the table requires you to give your final thesis title, which cannot be changed and needs to be agreed upon by your first supervisor.

Please note: Students in the Joint Programme will most likely not know their second readers by the time they register their MA theses and may therefore leave a blank in the table.

Consider the limited availability of teachers during the holidays and plan accordingly. After registration you have max. 6 months to write and hand in your thesis at the Examinations Office.

¹ Please note: If you are enrolled in the regular MA branch (i.e. not in the Joint Programme), you have to indicate your second examiner in this email and you have to approach them before you send your email to the Examinations Office.

MA thesis Submission at the Examinations Office:

- As stated above, your thesis must be handed in at least two weeks before the defence takes place, since it is in your best interest to give your supervisor a chance to read your MA thesis properly. You need to hand in three bound hard copies with a CD or memory stick with a PDF version of your thesis glued into each bound copy of your MA thesis at the Examinations Office or send them via postal email to the Examinations Office. In addition to the CDs you include in your hard copies, your supervisor will appreciate to receive a PDF-version of your thesis via e-mail.
- **Please note:** Sending your MA thesis as a PDF to your supervisor does not constitute a formal submission of your paper!
- MA thesis layout: Always check the formal criteria on the info sheets you will receive from the Examinations Office upon registering your thesis (e.g. number of bound copies, electronic versions, cover page and declaration)!
- **Important note for students in the Joint Programme:** Please send an electronic copy (pdf document) of your MA thesis to Dr. Susan Brähler on the day you submit your MA thesis so she can forward it to your second reader at one of the partner universities.

Important dates and periods:

- The thesis defence can only take place after the thesis has been submitted to the Examinations Office. We ask students to allow for at least a two-week period between the handing in of the thesis and the defence. Please stay in close contact with your supervisor and inform them way in advance of your submission date and preferred defense date. Your supervisor will then allocate a date for your defense to you.
- All your exams, including your defence, must have taken place or must have been submitted before the end of your last semester, i. e. either before 30th of September for the summer semester or before 31st of March for the winter semester. You need to graduate before the end of your 6th semester. If you need more time, discuss this with the head of the examination board (Prof. Dr. Manfred Krug) well in advance. You need a valid reason to be granted an extension of one semester.
- Your student status will only expire at the end of the semester in which you have submitted your thesis and completed all of your exams.
- The correction time for the MA thesis is three months for both your first and second reader, starting from the date you handed in your thesis.
- Please note: during a semester of leave (“Urlaubssemester”), you cannot hand in your MA thesis!!
- You can access your individual submission deadline on your FlexNow accounts.

Formatting and Style Sheet:

- Always follow the citing rules and formatting indicated in the style sheet of the respective department.
- Your thesis must be written in English with a word count of 24,000 to 35,000 words.
- Your thesis must contain an abstract of about 1,000 words as well as a declaration of scientific integrity. You will find the wording of this declaration among the info sheets made available on the websites of the respective department.

Plagiarism Check:

Please note that your supervisor will use the plagiarism software Turnitin to make sure that your MA theses do not contain any plagiarised passages. Severe plagiarism will make you fail your MA thesis.

Finding a Second Reader:

- Regular MA EAS students must find a second reader (another professor from the Institute of English and American Studies) within the University of Bamberg.
- Joint Programme students must send an abstract of their MA theses to the programme coordinator (Dr. Susan Brähler) two months before handing in the complete thesis. She will contact the consortium to find a second reader. If you have already contacted a professor at your mobility institution, you need to inform the coordinator accordingly.
- Do not expect your supervisor to be available on short notice! Plan all steps accordingly and allow for enough time for all steps!
- In case you are abroad during the last semester, please refer to this document for further information: *Information for students who plan to spend the semester(s) after their mobility term away from Bamberg* (See here: <https://www.uni-bamberg.de/en/ma-jpeas/> under “Application and Information”)

Graduation Documents:

Once your MA thesis has been corrected and all your ECTS credits have been entered in FlexNow, your graduation documents will be processed automatically. Please note that these documents will remain at the Examinations Office until you either pick them up in person or until you allow for these documents to be sent to you via postal mail. For the latter, you need to write a letter to the Examinations Office in which you state your current postal address and confirm that your documents can be sent to you via postal mail. The letter needs to bear your original signature.

Graduation Ceremony:

Our faculty organises two graduation ceremonies per year. Participation in the ceremony is voluntary, i.e. students have three options: they can either pick up their graduation documents at the Examinations Office, have them sent to a postal address (see above) or they can receive these documents during the graduation ceremony. Students who have graduated before the end of April will be invited to the graduation ceremony in mid-May; students who have graduated before the end of October are invited to the graduation ceremony in mid-November.

Invitations are sent around via e-mail and students will also receive an information flyer together with their graduation documents. Even if you have already picked up your documents at the Examinations Office, you can still participate in the graduation ceremony and will receive a letter of congratulations instead of your diploma.