MA thesis checklist

- **Registration:**
  To register your thesis you need to pick up the registration form at the Examinations Office (Prüfungsamt). Your thesis supervisor, the second reader and the head of the examination board (Prof. Dr. Houswitschka) will have to sign this form before it goes back to the Examinations Office. Please note that the form requires you to give your final thesis title which cannot be changed and needs to be agreed upon by your first supervisor. Only completed forms can be signed.
  You will only be able to hand in your thesis after or when you return the form to the Examinations Office!
  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. You may also start working on your thesis before you register it with the Examinations Office in order to make sure that you will not run out of time.

- **Important dates:**
  - The thesis defence can only take place after the thesis has been handed in to the Examinations Office. Usually, we ask students to allow for at least a two-week period between the handing in of the thesis and the defence. The period of time between handing in your thesis and the defence needs to be agreed on with your examiner, i.e. your first supervisor.
  - All your exams, including your defence, must have taken place 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. Christoph Houswitschka) well in advance. You need a valid reason to be given more semesters for your graduation.
  - 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.

- **Formatting and Style Sheet:**
  Always follow the citing rules and formatting indicated in the style sheet of the respective department.
  Always check the formal criteria on the registration form you received at the Examinations Office (e.g. number of bound copies, electronic versions and cover page as well as the declaration).

- **Handing in your MA Thesis:**
  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 must hand in your thesis at the Examinations Office. In addition to the CD you include in your hard copy, your supervisor might appreciate to receive a pdf-version via email since many notebooks do not have a CD drive any longer.

- **Finding a second reader:**
  - Regular MA EAS students must find a second reader (another professor from the Institute of English and American Studies) within Bamberg University.
  - Joint Programme students must send an abstract of their MA thesis to the programme coordinator (Dr. 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. Please send a pdf-version of your thesis to Dr. Brähler even if your supervisor might not need it one.
• Do not expect your supervisor to be available on short notice! Plan all steps accordingly and allow for enough time to get signatures and appointments!

• In case you are abroad during the last semester, please refer to this document for further notes: Information for students who plan to spend the semester(s) after their mobility term away from Bamberg (See here: https://www.uni-bamberg.de/ma-jpeas/ under “Application and Information”)

• Please note: during a semester of leave (“Urlaubssemester”), you cannot hand in your MA thesis!!

• 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 organizes 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.