

New Timeline for NTS graduation (according to 2015 regulations):

Registration for MA thesis: idealerweise 27 weeks before end of the individual student's fourth semester (i.e. before mid-March).

Prerequisite for registration: student has achieved a minimum of 40 credit points.

The MA thesis registration form is available on website of exams office I (Prüfungsamt I). Get it signed by your first supervisor and submit the completed form to exams office I.

15 weeks maximum writing time for MA thesis counted from the date of the first supervisor's signature on the abovementioned MA thesis registration form (if student falls ill and submits a doctor's certificate, writing time can be extended by up to 4 weeks, so when student calculates their thesis registration date, s/he might also pre-emptively count in an extra 4 weeks in case s/he falls ill – for example, if s/he wants to submit the thesis by mid-June at the latest, and wants to be covered against potential delays, s/he should register not 15 weeks before mid-June, but up to 19 weeks before mid-June, so if s/he falls ill s/he can still submit on time in mid-June, and if s/he does not fall ill, s/he just submits in mid-May.

8 weeks maximum time for supervisor & 2nd examiner to read & grade the MA thesis.

After the thesis has been graded, it is possible to request a time slot for the viva/disputation. Again, there is also a form for this, available on the website of exams office I. Student, supervisor & 2nd examiner should first agree on a time slot among themselves, and then enter this time slot on the form for the exams office.

2 weeks time can be needed by exams office I to process the viva request form. Thus, the respective request form should be submitted to the exams office at least 2 weeks before the desired viva date. During these 2 weeks the exams office processes the request, prepares the form for the viva minutes, and sends the minutes form to the MA thesis supervisor/1st examiner.

2 weeks between the viva¹ and the earliest date when the diploma can be handed out.²

¹ If this is the *last* exam; i.e. if there are no other outstanding module examinations like term papers etc. – in the latter case, these 2 weeks start after the submission of the last term paper or other last module exam

² BUT: The **last official day of MA studies** is the **day of the last exam** (normally the viva/disputatio), not the day when the diploma is written. I.e. if the viva is on 28 September and the diploma is only dated 7 October, the student has still officially ended their studies before the end of the summer semester.