



Your aim and ours

Finishing your MA NTS degree to schedule, i.e. by 30 September of your 4th semester

Requirements for the thesis:

- The MA thesis must be around 16.000 words and written in English.
- You need to have completed at least 40 credit points before registering for the thesis.
- After you have submitted your thesis and received your grade, you also need to register for your thesis defence (Viva). The Viva takes around 45 minutes.
- You cannot register for the thesis on your own in QISPOS, this will be done by the Examinations Office (Prüfungsamt).

Idealized timeline:

October-December	Find a 1st & 2nd supervisor; decide on your topic and how to approach it, specify your (working) title; finish your exposé
19 January	Recommended date to register your thesis with the <i>Prüfungsamt</i>
(16 February)	(Latest recommended registration date to make sure you graduate on time)
January – June	Write, proofread, and format your thesis. Potential delays of up to 4 weeks (illness, childcare etc.) included.
01 June	Submit your thesis
01 August	Supervisors' reports issued Liaise with supervisors regarding a suitable Viva date.
15 August	Register Viva with the <i>Prüfungsamt</i>
31 August	Date of Viva
10 September	All grades are registered
15 September	Apply for your diploma to be issued
30 September	Diploma is issued

Detailed timeline with explanations, from your third semester onwards:

October/November/December:

- Finalise the topic of your MA thesis (PG classes in semesters 2 & 3 prepare you for this)
- Begin to draft your exposé/research proposal. It contains a (a) dated title page with your name and contact details, the working title and subtitle; (b) a description of your research project (questions, aims, methods, expected outcome); (c) a provisional table of contents; (d) a working bibliography. The standard length is 4-5 pages. Make sure to check what your supervisors expect to find in the exposé.
- Draft a list of potential 1st and 2nd supervisors for your topic
- Contact a potential 1st supervisor, mention your working title, ask whether you can send your exposé; discuss the project with the supervisor and develop it further
- Present your MA thesis exposé in your postgraduate class & improve it according to the feedback received
- Finalise search for 1st supervisor
- Look for 2nd supervisor (as above)
- Finalise exposé / research proposal with your 1st & 2nd supervisors

January to mid-February:

- register for your MA thesis with the Prüfungsamt
 - Deadline: **Register your thesis at the very latest 27 weeks before the end of your 4th semester (= 30 September)**
 - Prerequisite for registration: **you must have achieved a minimum of 40 credit points.**
 - How to register: Copy and adapt the email template as provided by the Prüfungsamt here: https://www.uni-muenster.de/Pruefungsamt1/formulare_bescheinigungen/leitfadenabschlussarbeitsanmelden.html (de). Attach your latest transcript, which you can easily download from HIS/LSF, and send it to your first supervisor, with your second supervisor and your case worker from the Prüfungsamt in CC. As soon as your first supervisor responds with the confirmation, your submission timeline will start. The Prüfungsamt will then confirm everything and register your thesis in the system.

February – May: You have a maximum of **15 weeks** to finish and submit your MA thesis. The time is counted from the date of the first supervisor's signature on the abovementioned MA thesis registration form **or** from the date of the first supervisor's confirmation email.

In case of illness: if you fall ill and submit a doctor's certificate to the Prüfungsamt, your writing time can be extended by up to 4 weeks. So when you calculate your thesis registration date, you should ideally pre-emptively count in an extra 4 weeks in case you fall ill. For example, if you want to submit the thesis by mid-June at the latest, and want to be covered against potential delays, you should register not 15 weeks before mid-June, but up to 19 weeks before mid-June. This would allow you to still submit on time in mid-June. If you do not fall ill, you just submit in mid-May.

June – July/August: Both supervisors have a total of **8 weeks** to read, grade, and report on your MA thesis. Ask your supervisors if they will share their written report with you. This will help you prepare better for the Viva. Arrange the date of your Viva with both your supervisors as early as possible and inform the Prüfungsamt at least **2 weeks** before the date. The registration for the Viva can be done by submitting this form to the Prüfungsamt: https://www.uni-muenster.de/imperia/md/content/pruefungsamt1/masterws09_10/allgemeineformulare/anmeldung_mundl_map_digital.pdf (de). It can be filled in and sent online.

July, August, September: Oral exam/Viva voce exam (you can practice this in semester 4 of the postgraduate class). **The date of the Viva is the completion date of your MA (provided all other grades have been booked).** You can get a provisional confirmation of having completed your MA NTS from the Prüfungsamt, e.g. in order to apply for PhD funding or for a job. The registration for your graduation documents can be done via this form: https://www.uni-muenster.de/imperia/md/content/pruefungsamt1/masterws09_10/allgemeineformulare/antrag_auf_erstellung_von_abschlussdokumenten.pdf.

August, September, October: At least **two weeks** elapse between the date of the Viva, the submission of all grades, and issuing the MA diploma by the Prüfungsamt.

Last updated: 6 July 2023