



Registration for the Master's Thesis Sociology – European Societies





Registration for the MA thesis

Registration Dates

Thesis registration is possible at two points during any given semester at the beginning and end of each semester (winter semester: Nov. and Feb., summer semester April and Sept.).



Documents MPO 2013

Please submit the following for your MA thesis registration:

- form ‚Thesis Registration‘,
- form ‚Thesis Topic‘ which includes the proposal for your thesis' topic which must be signed by your supervisor,
- proof of enrollment in the MA Sociology – European Societies (Immatrikulationsbescheinigung),
- proof of having completed at least 60 ECTS mandatory to be eligible to start your thesis (print-out of your Campus Management account).



Supervisor and Second Assessor

Supervisor of your Master's Thesis

Full, associate, or assistant professors of the Institute of Sociology as well as lecturers in the master's program may act as supervisors for your MA thesis, provided they have a doctorate. In addition to that the examination board may appoint an outside expert upon application.

Second Assessor of your Master's Thesis

The second examiner will be appointed by the examination board, but you are invited to make a proposal (with a short e-mail confirmation of the person requested).



The Master Thesis (1)

Thesis' Topic

A working title for your master thesis will be proposed by your supervisor in consultation with you and authorized by the examination board. The authorized topic will be issued one week after your registration. You may choose the final title in agreement with your supervisor. You are allowed to return the assigned topic within the first three weeks of the processing period. This will lead to a simultaneous withdrawal from the examination procedure. The approved topic (subject of your scientific research) should convey a meaningful picture of your overall project. The title of your thesis (name of the finally submitted thesis) can be the same as the topic. You can supplement it with a subtitle. You do not need the approval of the examiners or the Examination Board to change the title or subtitle. Only the topic cannot be changed independently. Please note that only the topic approved and issued by the examination board (not the title) will be shown on your subsequent final documents.

Submission Deadline

On your submission date, please hand in your thesis to your Examinations Office administrator **in digital form as a machine-readable PDF via e-mail to PB-MA-SOZIOLOGIE@polsoz.fu-berlin.de (deadline, 23:59 at the latest) no later than on the submission date**. Should the thesis not be submitted or submitted after the deadline, it will be graded with a fail.



The Master Thesis (2)

Extensions

Extensions due to acute temporary illness may be given in accordance with §19 [RSPO](#). Further info and an application form can be found on our [homepage](#).

Guidelines

Please take note of the guidelines that have been issued with your topic. There are no additional formatting regulations.

Declaration in lieu of oath

When submitting your thesis you will have to declare that you have independently composed/authored it yourself, using the referred sources and support only. A form serving that purpose will be issued with the topic of your master thesis.



The Master Thesis (3)

Assessment

Your thesis supervisor and second examiner will provide independent assessment for your thesis. Should the grades differ, the arithmetical mean of both grades will be the grade for your master thesis. You will be informed of your grade by email as soon as both assessments have been submitted. You may view your examiner's feedback during office hours. A thesis examination attempt that has not been graded with at least 'sufficient' may be repeated.



Course Completion

Application to complete your studies

The course examination regulations require you to apply for the completion of your studies. Submitting this application is a prerequisite for the issuing of certificates. Further information and the relevant forms are available on our [homepage](#).

Issuing of certificates

Final award certificates will be issued as soon as possible, but processing may take 4-6 weeks in total. Initially, within two weeks you will receive an award confirmation letter. As soon as your final award certificates are ready for collection during our office hours (or postal delivery), you will receive an email notification.