

MA Multilingualism: Organising your MA thesis

1. Start thinking about a topic and find two supervisors.

Both supervisors have to be professors unless the supervisor has received special permission to supervise this thesis. See Section "Authorised Supervisors":

– ling.uni-konstanz.de/en/studies/master-of-arts/master-of-arts

2. Request forms (application for the admission to final examination)

from Robert Bucifal (Central Examination Office, robert.bucifal@uni.kn) via email in time before the beginning of the enrolment period (either in December or May). In this email, indicate your student ID number and if you are a double-degree student:

- a. First fill in the thesis registration form together with your supervisors (scanned signatures are sufficient)
- b. Then request a signature from study advisor confirming that at least half of the ECTS credits relevant to the final grade have been completed (Dr Muna Schönhuber, ma.multilingualism@uni.kn).

3. Check if the courses you completed register in the right modules on ZEuS.

If not, contact the examination office (linguistik.pruefungssekretariat@uni.kn) and kindly ask them to move the courses. Please indicate which course should register in which module in line with the course catalogue.

4. Submit all signed forms

to Robert Bucifal via email (robert.bucifal@uni.kn) before the deadline for enrolment.

5. Mind the admission letter

that you receive along with a note in ZEuS and that informs you about the official start for preparing the thesis and deadline for submitting.

Deadlines

Semester of examination	Enrolment period	Start work on thesis	Submit
Winter semester	1–15 July	By end-October	Four months after start
Summer semester	1–15 February	By end-April	

Additional information

- The master's thesis is a written examination component in which candidates have to demonstrate that they are able to work according to scientific methods on a problem in their core subject within a defined period of time.
- Length of the master's thesis: 50–60 pages.
- If you have a good reason to postpone the deadline for submission (e.g., sickness), you can apply for an extension until two weeks before the deadline. In case of sickness, you need a document from your GP that lists your symptoms. In case of other reasons, you need to submit proof with your supervisor's signature. Again, all documents have to be submitted to Robert Bucifal.

- Generally, if necessary, you can change the title of your thesis after enrolment, but not the topic. Your supervisors need to approve of the new title and you need to submit it in a short letter to Robert Bucifal.
- List of possible topics: – <https://www.ling.uni-konstanz.de/studium/master-of-arts/thesis-topics-for-master-students/>

Oral exam

1. You and your supervisors need to decide on a date for the oral examination.
2. Send an email to the student advisor Dr Muna Schönhuber (ma.multilingualism@uni.kn) and request a confirmation that you finished all assessments.
3. Together with the admission letter from Robert Bucifal, you also received a form to enrol for the oral examination. You have to fill in the form together with your supervisors (scanned signatures are sufficient). Submit the signed form and the confirmation from the student advisor via email to Robert Bucifal (Central Examination Office, robert.bucifal@uni.kn).
4. Note that if you have not received confirmation from Robert Bucifal that you successfully enrolled for the oral examination, the oral exam cannot take place.
5. One week before the oral exam, all grades (except for the thesis) have to be in ZEuS. The oral exam takes place on campus and lasts 30 minutes. Exception: The oral exam for double-degree students takes place online.

Deadlines

Semester of thesis preparation	Enrolment period for oral exam	Date of oral exam
Winter semester	1–15 February	After submitting the thesis
Summer semester	1–15 July	

After the oral exam

The supervisors have eight weeks to write the evaluation of the thesis. The university needs between two and three weeks to print the diploma.

Note: Enrolment before finishing the study programme

Students must be enrolled in the programme in order to finish their studies. E.g., a student is preparing her master's thesis in the summer semester 2021, with the date for the oral exam, the student's very last exam of the MA programme, in the following winter semester, 2021/22. The student still has to enrol for the winter semester, even if it is just for this last exam. After the exam, the student should apply for exmatriculation so that she is not enrolled any more. If this happens within the first month of the lecture period, tuition fees can be refunded, see: – <https://www.uni-konstanz.de/en/study/while-you-study/formalities/exmatriculation/>