

Information sheet about Application for Admission to the Thesis in a Master of Arts Degree Programme

0 Form

- Please use the **form** "Application for Admission to the Thesis in a Bachelor's or Master's Degree Programme of the Faculty of Humanities, Georg-August-Universität Göttingen" provided by the Examination Office on www.phil.uni-goettingen.de/pruefungsamt-formulare and submit it as a PDF (by e-mail) to the member of staff in the examination office responsible for your subject (contact details on www.phil.uni-goettingen.de/pruefungsamt-team).

1 Details of the student

- The **student** identifies himself*herself by means of his*her data.
- The application for admission to the Master thesis is submitted in accordance with the examination and study regulations to the **examination board** responsible for the bindingly selected subject.
- The Master's thesis is usually written in the subject. In addition, it is also possible to write it in one of the two **module packages** "Gender Studies" (the responsibility for this lies with the examination office of the Faculty of Social Sciences) and "Latin Philology of the Middle Ages and the Modern Era", for which there are no separate Master's degree programmes. The prerequisite for this is that they have been selected as a 36 C module package and an additional 6 credits from the relevant field have been brought in. Furthermore, the module package must be related to the Master's subject. The examination board of the Master's degree programme in which the student is enrolled decides on the admissibility of the interdisciplinary combination.

2 Topic of the thesis

- The candidate suggests a topic to the supervisor for the thesis. Together, they finalise the **topic for the thesis** (title). In addition, an English translation of the title can be given on request (for English certificates). An English translation of the title can optionally be added. In this case, this translation will appear instead of the German title on the English-language version of the certificate. (Technical note: Students who are familiar with this software are also welcome to enter the title on the form using the "LaTeX grammar").
- The title of the thesis is **binding**. Any changes (additions, omissions or changes even to individual words) must be notified to the examination office by e-mail by the supervisor before the thesis is submitted.
- Generally, the thesis has to be prepared in **German language**. If it is to be written in another language, an application has to be made as per § 15 para 16 clause 1-2 of the General Examination Regulations for Bachelor's and Master's Degree Programmes as well as other Academic Programmes at the University of Göttingen (APO), via the examination office to the examination board for Bachelor's and Master's degree programmes of the Faculty of Humanities. Such application is not required, if students are writing the thesis in English or in the language of the subject, for which the thesis is being prepared.

3 Evaluators

- The candidate obtains from one of the authorised examiners of the subject, her*his consent to supervise the thesis as the **first evaluator**.
- In addition, the consent of another authorised examiner must be obtained to assess the thesis as a **second evaluator**.
- Rejection of supervision:** If the student can credibly assure that the authorised examiners approached have refused to take over the evaluation, then the examination board appoints the evaluator/s.
- Who is allowed to act as evaluator?** As per the **resolution of the faculty council** of 03 June 2009 generally both of the evaluators must hold a doctorate. In exceptional cases examiners who have not a doctorate, can, with their acceptance, take over the second review, if the Master's thesis being supervised is thematically linked to a course that was held by them, and that was meant among other things to prepare students for a Master's thesis. In the process, an examiner who does not hold a doctorate should not supervise more than a total of three Bachelor's and/or Master's theses in a semester, provided the personnel situation in this subject permits such a restriction. First evaluators and second evaluators should be employed at the university, adjunct professors and those with habilitation are exceptions.
- External persons** (from other faculties or universities, e.g. in the context of interdisciplinary theses) can only be appointed as evaluators if this has been applied for by the managing director of the subject in which the thesis is to be written to the faculty before the application for admission to the thesis is submitted.

4 Specific language requirements

- Concerns on the one hand students in the subject History: The requirements according to § 5 of the examination and study regulations of the Master's programme History have to be proven. Whether they have been fulfilled is checked by the relevant departmental student advisory service. And on the other hand, this applies to students of the subject Art History: The fulfilment of the requirements according to § 4 of the examination and study regulations of the Master's programme Art History is checked internally in the examination office.

5 Data protection declaration

- The application can only be accepted if the student gives her/his **consent to the processing of her/his personal data**. The way in which this is done can be found in the data protection declaration for examination administration on the page <http://www.uni-goettingen.de/de/593533.html>. Under point 5 of the application form the student gives her*his consent.

6 Application

- The student confirms, that the **modalities of supervision** have been discussed in a personal counselling session with the supervisor.
- She*He assures, that she*he **has not finally failed any degree examination up to now, in the same or a comparable degree programme or partial programme** at a university or a similar ranking college in Germany or any other country.

Once points 1 to 6 have been completed, the application must be submitted to the **examination office** for final processing. Send it as a PDF to the advisor responsible for the desired subject in the examination office.



Link to the team: www.phil.uni-goettingen.de/pruefungsamteam or via QR-Code:

7 Requirements for registration

- The **requirements for registration** for the M.A. thesis can be found in the respective examination and study regulations. For this, please go to the team page of the examination office (Link see above) and select the desired university degree you find following the subject. The redirection to the study regulations containing the subject specific provisions will appear on the opening page.

8 Notes regarding the further procedure after submission of the application form

- The examination office uses the FlexNow examination records to check whether the **requirements for admission** specified in the subject-specific provisions of the examination and study regulations have been fulfilled.
- If the requirements are fulfilled, **admission** is effected.
- Students and evaluators are informed about the admission date and the submission deadline via **e-mail**. Besides, students can view all data relevant to the thesis in their FlexNow account (title, end of deadline, actual date of submission).
- The processing time for completing the Master thesis is **6 months**.
- If the **deadline** is exceeded without reason, then the thesis is assessed with "not sufficient" (5.0).
- The thesis can be **repeated once**.
- Where good cause exists, a reason not attributable to the candidate, the **processing time can be extended by a maximum of 6 weeks**. Due to the time needed for processing and resolution, the application of the candidate has to be sent to the examination board for Bachelor's and Master's degree programmes of the Faculty of Humanities **no later than 4 weeks prior to the submission date of the thesis**. Applications concerning an **illness** can be made during the entire preparation period. Please note, that the illness has to be notified to the examination office **without delay**, i.e. within three days, and attested by a **medical certificate**. An application for extension due to objective reasons requires the consent of the first evaluator. If the impairment of performance requires an interruption of more than 4 weeks duration, the processing shall be discontinued. In this case, it is not a failed attempt. Afterwards, a new admission procedure (with a new topic!) can be applied for at any time.
- The topic can be - regardless of illness - **returned once and only within the first 4 weeks of the processing period**. A new topic must be agreed upon immediately, at the latest, however, within 4 weeks. The binding choice of subject already made remains unaffected by the return of the topic. If the current thesis is already the second attempt, the return of the topic is only permissible if no use was made of the return option during the first attempt.
- Submission and forwarding of the thesis:** The thesis must be submitted in electronic form by the deadline. The digital version is submitted via the menu item "Theses" in Flexnow. Please keep in mind that you still have to complete the upload by clicking on the **"Hand in finally" button**, because only then will the file be saved in the system with the submission date and forwarded to the examiners for review. The time of upload is decisive for **meeting the deadline**.
- Attention **graduation date / standard period of study!** Of course, you can also upload your thesis to FlexNow before the deadline. Keep in mind that - if the thesis is your last examination in the degree programme - the day of submission determines whether you have remained within the standard period of study of 6 semesters, which is particularly relevant for BAföG recipients. If you submit your thesis on the first day of a new semester (i.e. 01 April or 01 October), this will extend the duration of your studies by a whole semester. You should also note that the graduation date is also decisive for whether you can apply to the university for a refund of tuition fees. You can find more information on the page <https://www.uni-goettingen.de/en/544363.html>.
- Master theses should generally **not exceed 80 - 100 pages** (text: 1 ½-line, font size 12 pt). However, the recommendations of the subjects/departments and possible individual agreements with the evaluators must be observed.
- To be submitted or uploaded to FlexNow:
 - a **digital version** of your thesis (as editable pdf-file).
 - During the upload, the candidate makes a declaration that he*she has written the work independently and has not used any sources or aids other than those indicated (declaration of independence). **This declaration is made automatically by ticking a box when uploading the work. Without ticking the declaration of independence the upload is not possible.**
 - Furthermore, in your own interest, you should attach the following statement to the work, which provides information about the extent to which you have used **ChatGPT or comparable AI tools**:

„In this thesis, I have used ChatGPT or another AI as follows:

 - not at all*
 - to brainstorm ideas*
 - when creating the outline*

- to write some passages, altogether to the extent of ...% of the entire text
- for the development of software source texts
- for optimising or restructuring software source texts
- for proofreading or optimising
- Other, namely: ...

I declare that I have stated all uses in full. I am aware that missing or incorrect information will be considered as an attempt to deceive."

- The thesis should include the following information:

1. Cover sheet

- bottom left: Name of author
- bottom right: Name of first evaluator (supervisor) and second evaluator

2. Title page

- from top to bottom: Faculty, subject, supervisor
- below that: Title in full wording
- in the centre: *Thesis in the Master degree programme¹ X to attain the academic degree "Master of Arts" (M.A.) of the University of Göttingen*
- bottom: *submitted on... (date of submission)*
by ... (first name and last name)
from ... (place of birth)

- Other parts:
 - Index
 - Bibliography and list of references
- It is permitted to use the **logo of the University of Göttingen**. For more information, see page <https://www.uni-goettingen.de/en/589410.html>.
- **Attention data protection!** Please note that your thesis and related annexes will be saved in the electronic student's file (ESA). In case you plan to collect and process personal data for your thesis (e.g. audio files, transcripts of interviews) please explain to your interview partners how their data will be used and ask them for a **declaration of consent** which allows you to do so. Ideally you should anonymize or pseudonymize the data!

9 Reviews

- The **duration of the assessment** of the thesis should not exceed 8 weeks.
- The reviews are sent to the examination office by the evaluators. If the examiners have made comments in the electronic copies of the thesis, these are also added.
- The grade of the thesis is the **arithmetic mean** of the evaluations of the two reviews.
- If the difference between the first review and the second review is at least 2.0 or if an assessment is "not sufficient", but the other is "sufficient" or better, the examination board determines a **third evaluator** for assessment of the thesis. She*He can decide in favour of one of the submitted assessments or for an assessment in between. Her*His assessment determines the grade.
- In the examinations office, the reviews are archived in the electronic student's file (ESA).
- The evaluations of the reviewers and the **final grade** are released in FlexNow. This means the grade of the thesis is placed on record.
- After the grade has been announced in FlexNow, students can, upon request (informally by e-mail to the responsible subject advisor in the examination office), **view** the reviews and - if the examiners have made comments in the paper - the evaluators' copies online via electronic access.

10 Attention Leave of absence!

- As per § 9 para 5 of the enrolment regulations of the University of Göttingen, **no examinations may be taken during a leave of absence**. The registration, the preparation and upload of a thesis is also not possible during this time. Deviating from this, approval for the thesis is granted to those students, who are on **leave of absence in another country due to a study abroad**. The submission of the thesis must, however, be in a semester, in which he*she is no longer on leave of absence (compare § 10 para 5 enrolment regulations).

¹ or "in the Master's module package" (see above)