

Master's Thesis Procedures for the Master's Programmes Advanced Urbanism (AdUrb) and European Urban Studies (EU) Winter Semester 2017/18

How to apply for the Master's Thesis

If you would like to write your **Master's Thesis** in Winter Semester 2016/17, please submit the "**Thesis Application Form**" together with your completed "**Performance Control Sheet**" to the secretary of the Institute for European Urban Studies, Belvederer Allee 5, 99425 Weimar, no later than **October 10, 2017** by post or personal delivery. It will then be directed to the Examination Board.

In order to be approved for the **Master's Thesis**, all required courses according to the study regulations must have already been successfully completed. Otherwise, no approval can take place. The credits for the **Master's Colloquium** are an exception to this rule since the **Colloquium** will take place during the writing phase of your thesis. In the event that course grades have not yet been submitted by a teacher, the approval is granted in the form of a conditional acceptance. As the **completed "Performance Control Sheet"** serves as proof of the successful completion of required courses, it must be submitted together with the "**Thesis Application Form**".

Admission to Master Examination by the Examination Board

If you fulfill the above mentioned preconditions, by **October 24, 2017**, the Institute's **Examination Board** will approve your admission for the **Master's Thesis**. You will then be asked to collect a formal admission letter ("**Admission to Master Examination**") in person from the institute's secretary, Ms. Annett Wagner. If you cannot pick it up, please send a written request to Annett.Wagner@uni-weimar.de no later than October 24, 2017. You will need to confirm the receipt of the admission letter by signing it at the IfEU or returning a copy of the signed admission letter by e-mail or fax to the IfEU.

Thesis Writing / Master's Colloquium / Submission of Thesis

You are allotted **16 weeks** to work on the **Master's Thesis**, **starting with the day that you receive the "Admission to Master Examination"**. Within these 16 weeks, you are required to attend the **Master's Colloquium** where you will present your thesis subject and the current status of work so that it can be discussed with your examiners (advisors) and fellow colloquium participants. This is an obligatory part of thesis procedure and you must **attend the entire Colloquium** in order to receive the necessary credits – which is a prerequisite in order to be able to submit your **Master's Thesis**. Students are informed about the date of the **Colloquium** via their student e-mail or can look up the dates on the Institute's website.

Three hard copies and a digital copy (on CD) of the **Master's Thesis** must be submitted to the institute's Administrative office (IfEU, room 003) on time. If the thesis is delivered by post, the date indicated on the postal stamp will be considered the date of submission.

Defence of the Masters' Thesis (Thesis Examination)

Both, the first and the second advisor act as examiners and are asked to mark your **Master's thesis** within one month after submission. The **Oral Examination** takes place after the submitted thesis has been marked and a date can be found that is suitable to both of the examiners. If a non-departmental examiner is unable to attend the **Oral Examination** a request for a substitute examiner from the Institute will be made for this purpose.


Prof. Dr.-Ing. B. Nentwig
Head of the Examination Board

* Calculated from the day that the "**Admission to Master Examination**" is issued to the individual candidates either directly from the institute or by email.