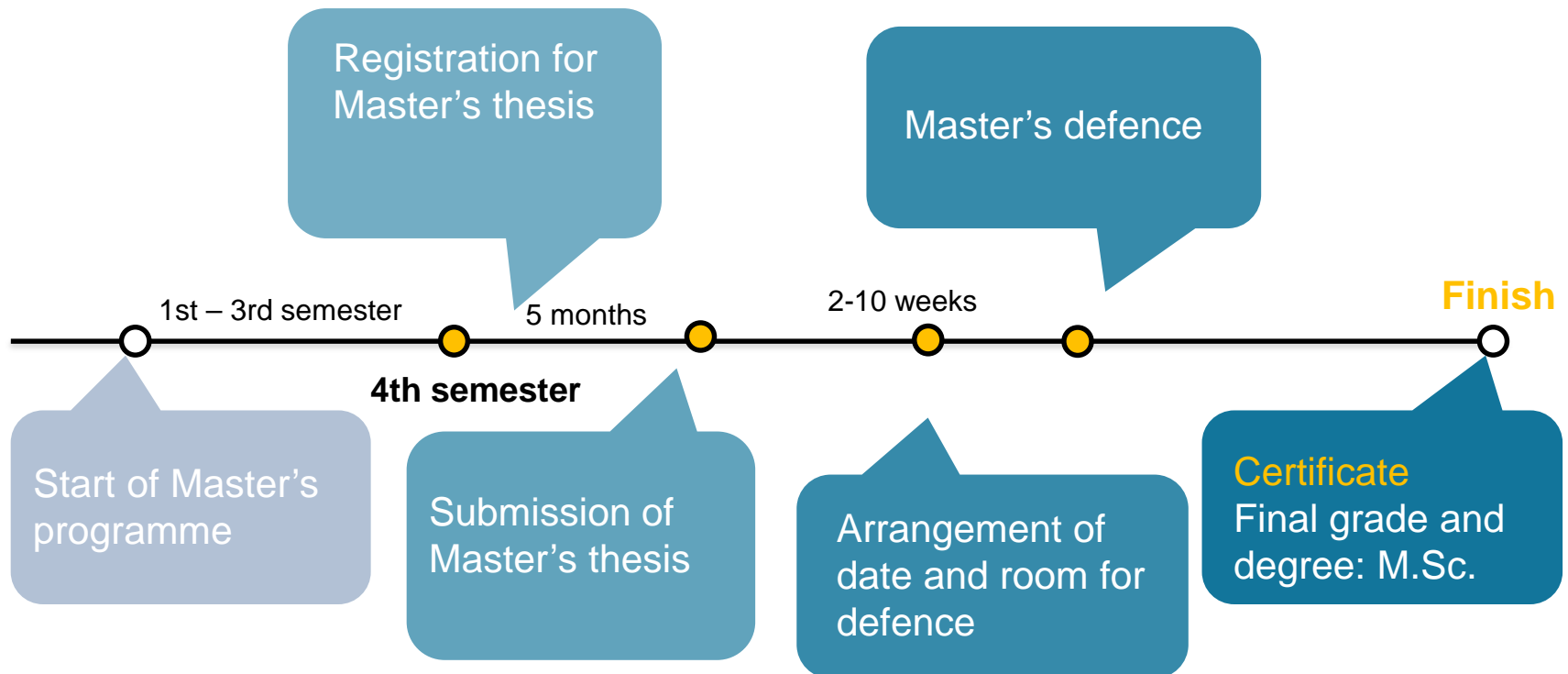


# How to get your M.Sc.

## Important notes for Computer Science and Media Master's students

# Agenda

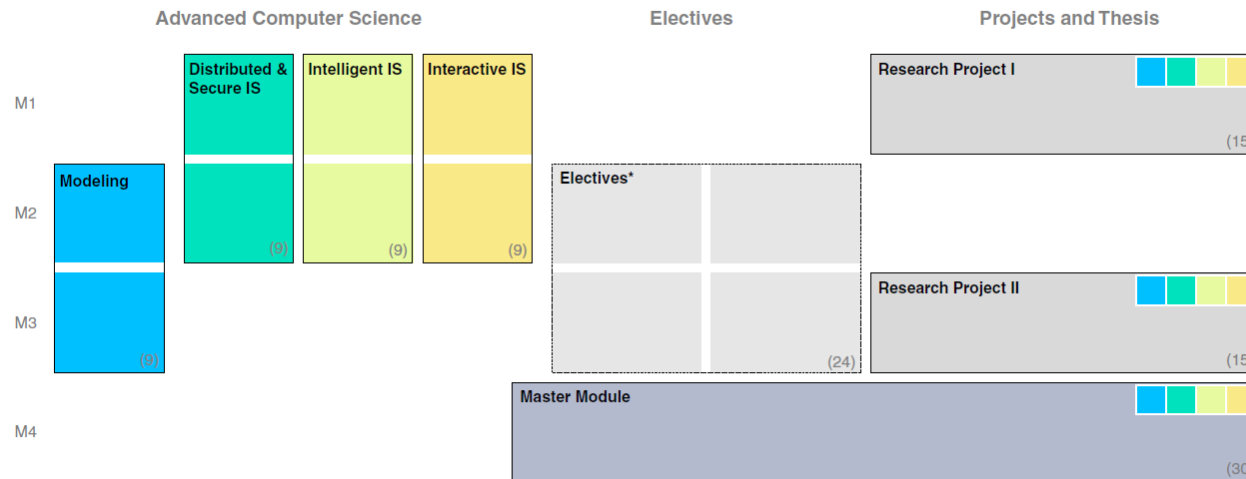


# Step 1: Studies for semesters 1 to 3

1

1<sup>st</sup> – 3<sup>rd</sup> semester:

- Complete courses from course catalogue, according to the Curriculum Master (total: 90 ECTS, minimum: 60 ECTS)
- If stated in your Letter of Admission, complete additional Bachelor's courses and/or advanced training courses for Master's students
- Reach or prove competence at English C1 level



<http://www.uni-weimar.de/de/medien/studium/medieninformatik-computer-science-and-media/curriculum-master/>

## Step 2: Registration of your Master's thesis

### 2

#### Before registration:

The subject of the Master's thesis must be chosen from a discipline relevant to the Master's degree in consultation with the first examiner / supervisor.

#### Registration of Master's thesis:

##### When and where:

- at the Office for Academic Affairs and in person
- no deadlines: you may register at any time after completing the necessary courses and credits according to the Curriculum Master (minimum : 60 ECTS) and the requirements stated in your Letter of Admission

##### Documents:

- current transcript of records (Bison print)
- certificate of matriculation for current semester
- proof of English-language competence: C1 level
- registration form for Master's thesis (handed out at the Office for Academic Affairs or the Computer Science and Media secretary's office )

**Application for admission to the final examination in  
the study course Computer Science and Media (PV 11)**

Name, first name: \_\_\_\_\_ Matriculation number: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

*I hereby certify that I am currently not involved in any examination procedure, nor have I applied for and ultimately failed at any M. A. examination in the same or a similar study course.*

\_\_\_\_\_  
Place, date, signature

*Proof of performance*

☐ Modeling (9 ECTS)

\_\_\_\_\_

☐ Distributed and Secure Information Systems (9 ECTS)

\_\_\_\_\_

☐ Interactive Information Systems (9 ECTS)

\_\_\_\_\_

☐ Intelligent Information Systems (9 ECTS)

\_\_\_\_\_

☐ Research Project I (15 ECTS)

\_\_\_\_\_

☐ Research Project II (15 ECTS)

\_\_\_\_\_

☐ Electives (24 ECTS)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Certificate of matriculation

☐ proof of English-language competence: C1 level

☐ Letter of Admission (Admission with additional requirements)

Topic of Master's thesis:

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

*I have taken note of the instructions for the layout (of the thesis) and have been informed that other formatting will not be accepted.*

Weimar, \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature student

*Examination Office:*

\_\_\_\_\_  
checked on

\_\_\_\_\_  
beginning

\_\_\_\_\_  
official submission

\_\_\_\_\_  
submitted

## Registration form for Master's thesis

# At registration: important notes

## Working time:

- **5 months**; you will be told the official date of submission

## Reasons for extension of working time:

- **illness** (official doctor's confirmation needed) or **running out of time for reasons beyond the responsibility of the student** (recognition by written request to the examination committee only)

## Please note:

- if you register towards the middle or end of the semester , your submission or final defence will be during the following semester - please make sure to re-enrol
- **you need to be enrolled until your defence is done**

## Dates of the academic year:

- duration of winter semester: October 1st - March 31st
- duration of summer semester: April 1st - September 30th



## Step 3: Submission of Master's thesis

### 3 Submission:

#### Where to submit:

- at the Office for Academic Affairs or at the CSM secretary's office

#### Number of copies:

- 3 paper copies and one digital version

#### Formal criteria:

- follow the formal standards handed out with the application form
- as part of the thesis, include a formal confirmation stating that you are the author of this work and have not submitted a CSM Master's thesis before (so-called „Ehrenwörtliche Erklärung“) ( “Hereby I confirm...”)



## Step 3: Submission of Master's thesis



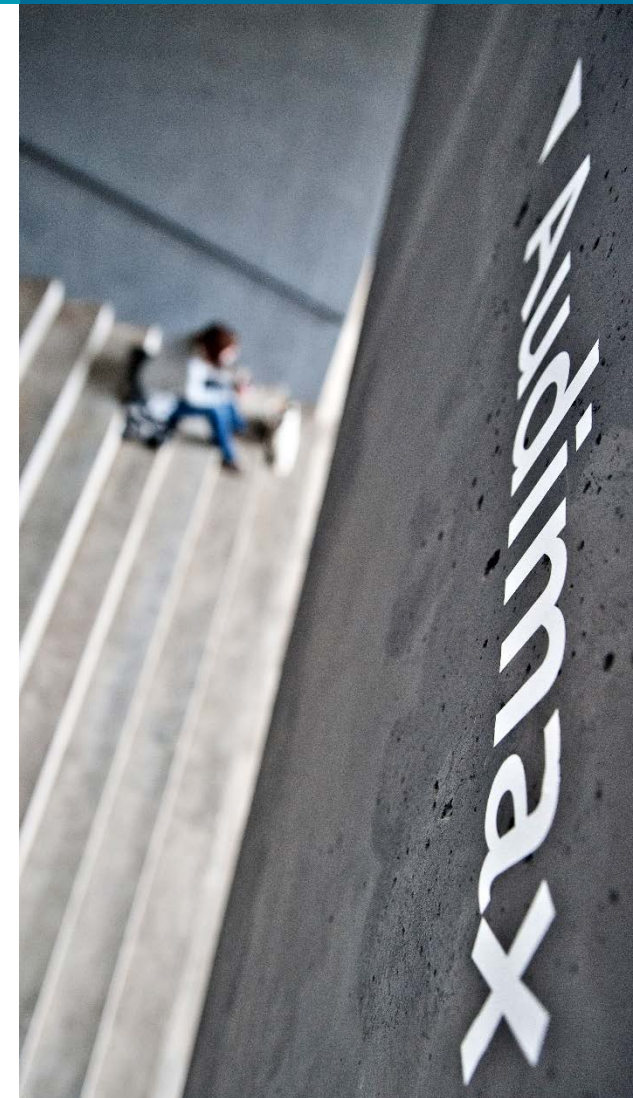
### Do:

- submit well in advance of your defence (please talk to your advisor and referee for a concrete schedule)
- sign the „Ehrenwörtliche Erklärung“ with every copy of your thesis
- label the digital version with your name, current semester and thesis title



### Don't:

- submit and register at the same time
- submit without having registered at all
- submit only and directly to your supervisors
- defend and submit on the same day
- submit by email (pdf, etc.)





## Step 4: Master's Defence

### 4

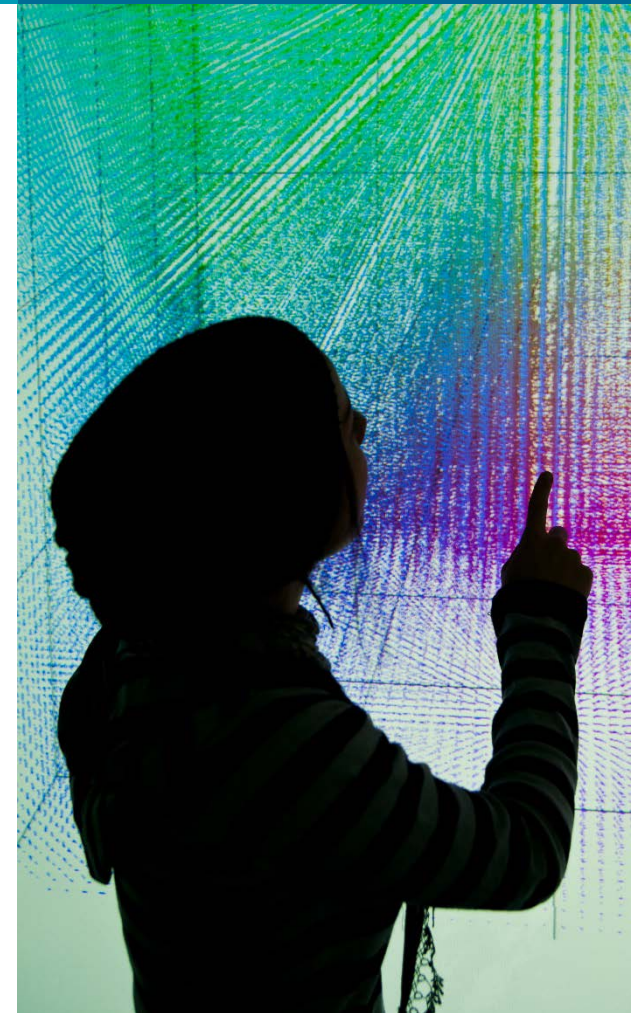
#### Preparation of Master's Defence:

##### When:

- after successful registration, production and submission of thesis

##### How to organize it:

- you need to organize the defence by yourself
- contact your supervisors to fix a date and the Office for Academic Affairs (Carla Högemann) to book a room for your defence
- make sure the room is equipped with the necessary technology



# 5

## Certificate

- will be handed out to you in person at the Office for Academic Affairs

### Contact:

Ms Carla Högemann,

Room 102, Bauhausstraße 11

E-mail: [carla.hoegemann@uni-weimar.de](mailto:carla.hoegemann@uni-weimar.de)



# Excursus

## The CSM Examination Committee

- any exceptions from the regulations need to be approved by the Examination Committee
- written requests need to be addressed to the head of the Examination Committee (currently: Prof. Stefan Lucks)
- written requests need to be submitted to the Computer Science and Media secretary's office (Nadin Glaser) or send by E-Mail to: [mi-studienberatung@medien.uni-weimar.de](mailto:mi-studienberatung@medien.uni-weimar.de)

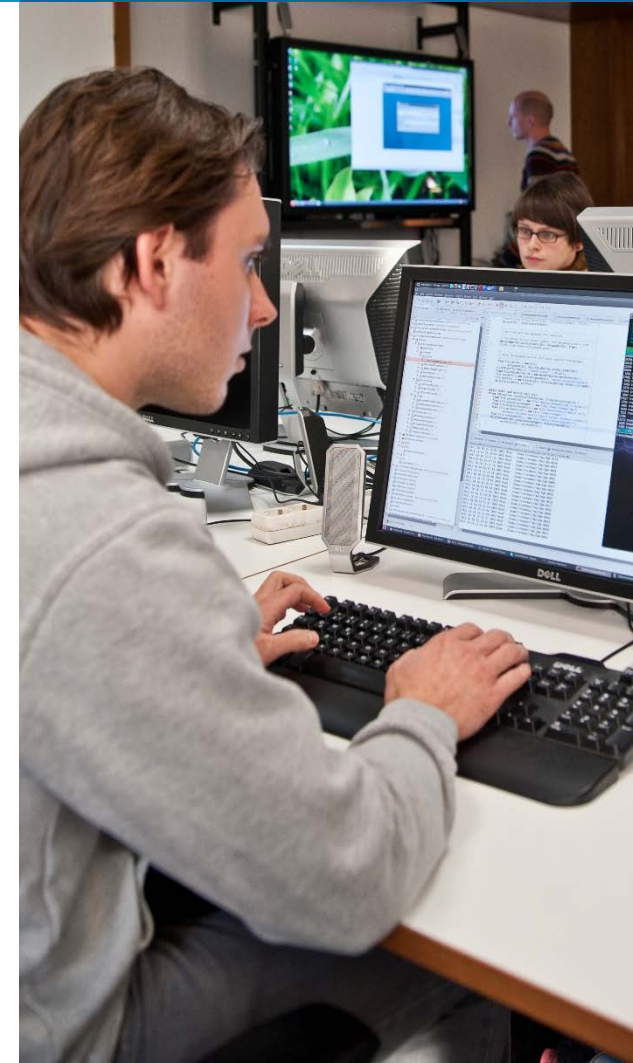


## Excursus:

If you are in your **6th semester or higher** you have to consider the so called "*Rückmeldesperre*"

What does this mean?:

- in order to register for the Master's thesis, you need to submit a **written request to the Examination Committee** for an extension of study time;  
for the required application form, please contact the Campus Office or the CSM secretary's office
- otherwise you may risk being exmatriculated!
- studying extension is granted for approx. one semester





# FAQs

## **Q: How can I prove my C1 English-language proficiency for the registration of the Master's thesis?**

The following options are possible:

- submit an official language certificate, not more than 2 years old (i.e. TOEFL, IELTS, or comparable certification)
- provide evidence of native English speaker proficiency
- submit a language certificate issued by the Language Centre (for this purpose, language courses with a total of 8 ECTS must be completed. Academic English Part I & II can be recognized and taken into account.)
- reach your English language proficiency by passing the Academic English courses Parts I & II



# FAQs

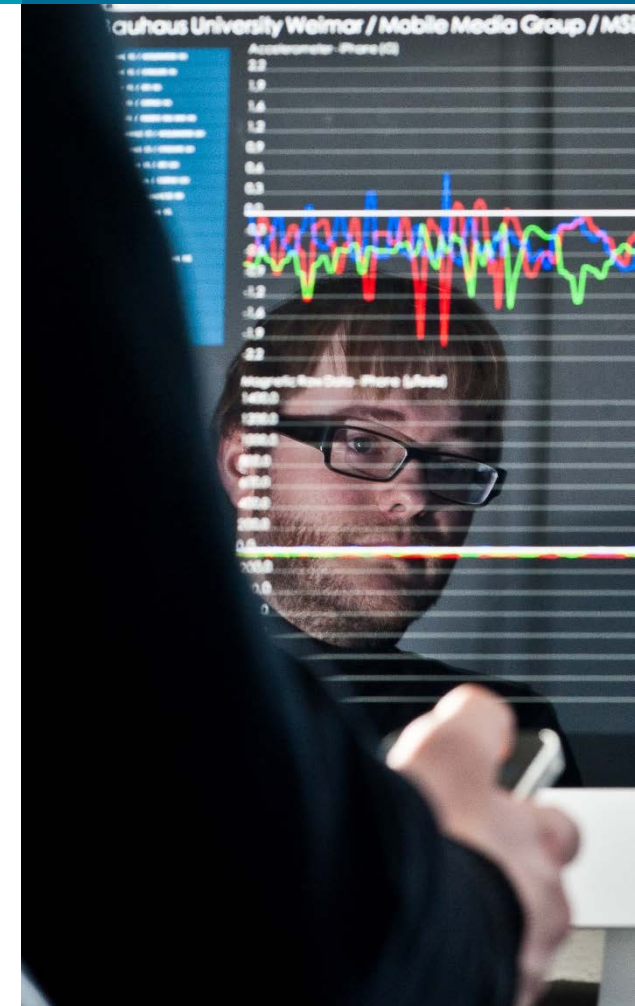
**Q: I did a course at another Faculty and can't see the grades in BISON**

- courses taken at other departments of the Faculty or courses eligible for multiple modules require an informal written request to the Office for Academic Affairs in order to be recognized and booked into the system
- **please send your request to:**

[mi-studienberatung@medien.uni-weimar.de](mailto:mi-studienberatung@medien.uni-weimar.de)

**Q : What if I fail the exam (written thesis and / or defence)?**

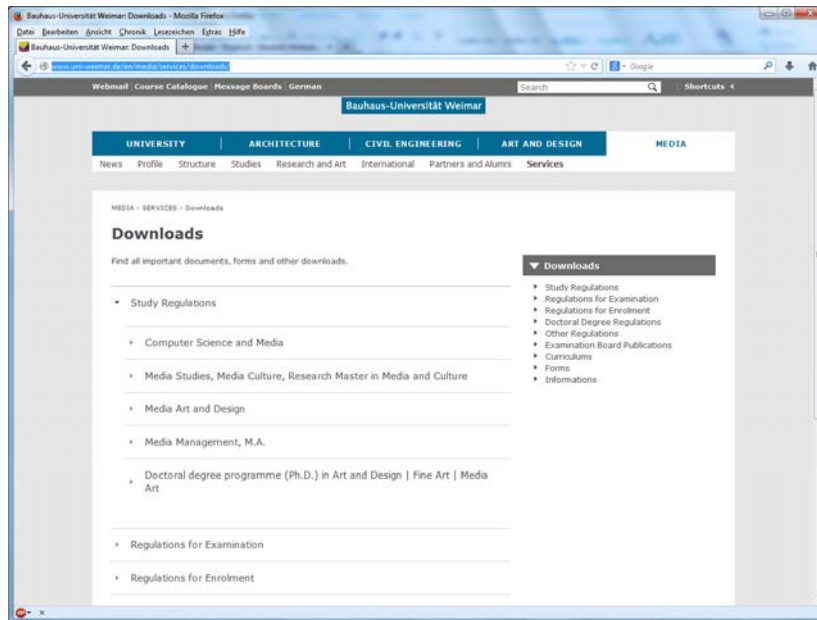
- according to the examination regulations of the Computer Science and Media programme, you may repeat your Master's exam (written thesis and defence) once; **This means there is one more chance to pass the exam.**



# For more information

the English version of the study and examination regulations for Computer Science and Media can be found at:

<http://www.uni-weimar.de/en/media/services/downloads/>



## Your Contact Persons at the Faculty of Media:

If in doubt, all study-related requests can be sent to:

[mi-studienberatung@medien.uni-weimar.de](mailto:mi-studienberatung@medien.uni-weimar.de)

**Carla Högemann**, Prüfungsamt (Academic affairs)

Bauhausstraße 11, room 102, phone: +49 (0) 36 43/58 37 02

e-mail: [carla.hoegemann@uni-weimar.de](mailto:carla.hoegemann@uni-weimar.de)

**Nadin Glaser**, secretary's office for Computer Science and Media

Bauhausstraße 11, room 112, phone: +49 (0) 36 43/58 37 10

e-mail: [nadin.glaser@uni-weimar.de](mailto:nadin.glaser@uni-weimar.de)

**Annette de Jong**, International Counsellor

Bauhausstraße 11, room 105, phone: +49 (0) 36 43/58 38 88

e-mail: [annette.de.jong@uni-weimar.de](mailto:annette.de.jong@uni-weimar.de)

**Prof. Dr. Stefan Lucks**, chair of the examination committee

Bauhausstraße 11, room 220, phone: +49 (0) 36 43/58 37 10

e-mail: [csm.-info@medien.uni-weimar.de](mailto:csm.-info@medien.uni-weimar.de)