

SGG.00503 Master thesis - Registration

Last name, First name: _____

Supervisor(s): _____

Topic: _____
(the title of the final version must
not exceed 255 characters,
incl. spaces) _____

First version deadline: _____

Final version deadline: _____

Student signature: _____ Date: _____

Supervisor signature: _____ Date: _____

MASTER THESIS ADDITIONAL INFORMATION

Version 04.12.2023

Deadlines & thesis registration

Steps

1. Evaluating potential MSc thesis topics and supervisor (**usually during 1st semester**)
2. Choice of topic & supervisor
3. **Official registration** – establish the date for the preliminary seminar, the deadline for the first version and the deadline for the final version (**usually by the beginning of 2nd semester**)
4. Preliminary seminar (**usually by end of 2nd semester**)
5. Submit the first version of MSc thesis; confirm the deadline for the final version (usually by the beginning of 4th semester)
6. Submit final version; establish date for MSc defence (usually by the end of 4th semester)

Deadlines

The thesis can be submitted at all times as long as the agreed deadlines between supervisor and student are fulfilled. However, please note that there are no guarantees for evaluation until a certain date (or a specific date for the defence) outside of the regular deadlines defined below:

Speed version: Regular deadline DEEM/LDM (teacher formation) spring semester (SS)

1 February: submission of first version

1 May: submission of final version

Defence to be scheduled before 15th June

Regular deadline Spring Semester (SS)

1 April: submission of first version

1 July: submission of final version

Defence to be scheduled at the latest during the first weeks of the following Autumn Semester

Regular deadline Autumn Semester (AS)

1 October: submission of first version

31 December: submission of final version

Defence to be scheduled at the latest during the first weeks of the following Spring Semester

Evaluation process

1. Use Master thesis evaluation form (Evaluation-Master-Thesis-Geography) including:
 - ½ page report of supervisor
 - Marks for the thesis using the Graded Related Criteria matrix (MSc_TP_Criteria_EN_2022_v1.6).
 - Marks for presentation according to the following criteria, each of out 6:
 1. Structure and clarity of argumentation
 2. Response to critical questions
 3. Visual aspects of presentation
 4. Oral skills
 - From these sub-marks the average will be used as final evaluation mark.
2. Supervisor and second examiner agree on proposed marks for the thesis
3. Thesis, Master thesis evaluation form and proposed date for defence circulate 1-2 weeks (and/or are available at secretariat)
 - If no objections: proceed to defence
4. Defence & short discussion of final mark by teaching staff

The evaluation criteria reflect the basic steps of academic research, including understanding and defining the research question, designing an adequate research strategy to tackle the problem, gathering necessary data, correctly interpreting these data and relating them to the research question, correctly reporting the whole scientific endeavor. These criteria may further be qualified according to the standards and repertoires of supervisors and research groups.

Penalties

If no first version is submitted at the agreed-upon deadline or the first version is completely unacceptable according to the evaluation criteria given above, then the supervisor is not obliged to continue the supervision. The student has then to change the topic and/or the supervisor.

The final version is graded – if it is not acceptable the mark will be chosen correspondingly

If the student fails to submit the final version on time, the Master Thesis is not passed and the student has to redo a full thesis.

In case of a justified cause for delay, an extension of the thesis deadline can be requested via the coordination meeting of the Geography unit (see MSc regulations).