

GG.0503 Master thesis - Registration

Last name, First name: _____

Supervisor(s): _____

Topic: _____

First version deadline: _____

Final version deadline: _____

Student signature: _____ Date: _____

Supervisor signature: _____ Date: _____

INFORMATION SHEET - Master thesis

(Version 5.12.2016)

Steps and deadlines:

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 the 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**)

Although the above schedule is recommended, the deadlines and dates for the first version, the final version and the preliminary seminar can be freely chosen in agreement with the supervisor.

Evaluation:

1. Supervisor and second examiner agree on proposed marks for the thesis
2. Supervisor writes ½ page report
3. Thesis, Master thesis evaluation form and proposed date for defence circulate within the Geography unit
4. If no objections: → defence
5. Defence & short discussion of final mark by Geography teaching staff
6. Evaluation criteria according to the document "*MSc_thesis_evaluation_deadlines.pdf*" (see <http://www.unifr.ch/geoscience/geographie/en/teaching/master>)

Penalties:

- If no first version is submitted at the agreed-upon deadline or if the *first version* is completely unacceptable according to the evaluation criteria given in the document "*MSc_thesis_evaluation_deadlines.pdf*", 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.