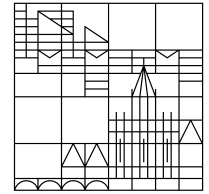


Universität
Konstanz



MA Politics/ Public Administration
Information Session about
the second Year of Studies



Werner Palz,
Konstanz, April 18th, 2018

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1. Second year of MA-Studies in Konstanz

MA-Thesis: Introduction

All criteria are explained in detail on the following website:

<http://www.polver.uni-konstanz.de/en/study-programmes/master-programmes/master-in-politics-and-public-administration/master-s-thesis/>

MA-Thesis: Registration

- **There will be two application deadlines during this semester**
- You will have to fill-out an online application, print out the form and get the confirmation of the two supervisors (signature on the form or confirmation e-mail).
- Hand in the forms at our examination office (Ms Christine Pietron, D 323).
- **The deadlines are: 26 April (today!) and 31 May.** Please do not wait until the very last day. The link to the application document is:

<http://www.polver.uni-konstanz.de/studienorganisation/formulare/master/>

- **The application process always opens around three weeks before the deadline.**

MA-Thesis: Registration

- **PlagScan**
- **Supervisor provides code**
- **Student uploads .doc/.docx of thesis on PlagScan website**
- **Student hands in, together with thesis:**
 - Declaration of independent work (attached to thesis)
 - PlagScan form (bound into hard copy of thesis)

MA-Thesis: Supervisors (I)

You have two supervisors!

First supervisor:

- Has to be a professor from the study area that you have selected (IACM, IREI, MAPA, CPPA).
- Only Full Professors, Associate Professors and Senior Lecturers can serve as supervisors.
- At least one of the two supervisors has to be a Full Professor.
- Both supervisors must not work at the same chair.

MA-Thesis: Supervisors (II)

Second supervisor:

Option A:

A staff member from our department, fulfilling the criteria mentioned on the previous slide + most postdoctoral researcher at the department.

Option B (i.e. for double degree students):

External Supervisor from our partner institution

If the second supervisor is an external person, the first supervisor always has to be a full professor. Please contact me in advance and send me the CV/link to personal website of the person for a pre-check.

MA-Thesis: Rules (I)

- After successful application, you will get a confirmation letter confirming the supervisors, topic and indicating the final date of submission of the dissertation.
- The confirmation letter will be issued in German, and an English translation of the main technical details is enclosed.

PLEASE NOTE:

- The title that you will indicate on your dissertation front page has to be identical to the title named in the confirmation letter. Changes are possible but you need to ask your first supervisor for an OK and hand in a written application to the exams board.
- The confirmation letter contains all necessary information regarding the layout and the binding of the printed version. Spiral bindings are not allowed.
- General questions about the length, the structure or the style of the dissertation should be discussed directly with the first supervisor.

MA-Thesis: Rules (II)

- You have **4 months** to work on the dissertation
- Hence, you will have time until mid-September or end of October, depending on when you hand in the documents
- You can ask for an **extension of up to 1 months**. The request has to be decided by the exams board and needs to be handed in via our examination office.
- In case of medical condition, please inform the exams office (elena.preter@uni.kn) immediately. Hand in a medical note as soon as possible. Use the form provided by exams office.
- Please note that you need to **enroll for the winter semester 2017/18** if you plan to hand in the final dissertation after 1st of October.

MA-Thesis: Change of Title

- A change of the thesis title has to be officially requested from the examination board. A form which can be used for such type of requests can be found here:

<http://www.polver.uni-konstanz.de/en/study-programmes/master-programmes/master-in-politics-and-public-administration/master-s-thesis/>

- **The first supervisor of the thesis has to countersign the application.**
- The application needs to be handed in at the examination secretariat (D 323) **at least one week before** the official deadline of the thesis.

MA-Thesis: Extension of Deadline

If you cannot complete the work within the prescribed time due to circumstances beyond your control, you can apply to the joint examination board for an extension of the deadline. The application must be filed with the Central Examination Office **no later than two weeks before the original deadline is reached**. Your application needs to be signed by your first supervisor, too.

Reasons for an extension of the deadline can be the following:

1. Illness

In case of illness, candidates have to hand in a medical certificate at the examination office (C 403). Students are obliged to use the standard form issued by the examination office.

2. Other Reasons

Other reasons have to be directly connected to the composition of the final thesis. Reasons can be e.g.:

- Problems with the data set (i.e. license, obstacles at access)
- An interview partner postpones the date of the meeting
- Problems with the response rate

2. Second year of MA-Studies at Partner Institution

General Information

- To find information about the course selection at the partner institution:

<http://www.polver.uni-konstanz.de/en/study-programmes/master-programmes/>

→ **Select Name of Partner Institution** → **Click on „Study Plan“**

- Also check the website of our partners.
- In addition, our colleagues will provide with all necessary information during the process of enrolment.

MA-Thesis written abroad: Overview

- You will write your dissertation at the partner university.
- The thesis forms part of the credits that need to be obtained abroad.
- Thus, you will have to follow only the administrative processes at our partner university.

MA-Thesis written abroad: Supervisors

- **It is important for us to maintain the quality standards**
- For that reasons, one of the two supervisors of the dissertation has to be a **full-professor from Konstanz** (c.f. slide number 6).
- We recommend you to learn to know potential supervisors from Konstanz already during this semester and – towards the end of the semester – contact them and check their availability.
- The partner university will inform the supervisors about their exact duties.

MA-Thesis written abroad: Formalities

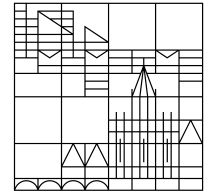
At the end of year 2, after having submitted the final dissertation, you will have to hand in a form here in Konstanz, **requesting the recognition of the study year**, including the MA dissertation. Everything can be handed in by e-mail/PDF.

You need to present:

- 1. A PDF-copy of your dissertation**
- 2. The official plagiarism form**
- 3. A copy of the final transcript of grades of the partner institution**
- 4. The recognition form**

➤ **Please hand in the forms as soon as possible.**

Questions and Answers



**Thank you for your
attention!**

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