

## General information regarding MANIA theses:

### 1. Registration

- a. To write your thesis during winter term you have to register with the examination office (Griebnitzsee, House 1, room 127) by the beginning of July; for summer term the deadline is the beginning of January.

*NB: the registration is only conditional to the results achieved during the current term and will become official once these are made available on PULS.*

- b. Required documents to register:
  - Most recent PULS Transcript of Records available, with at least 60 CP awarded and other 30 CP enrolled for.
  - Notification of supervision (see the form on Moodle)  
*Second supervisors can also be external to MANIA as long as they are included in the list of available MA supervisors.*

### 2. Topics assignment = beginning of 6 months processing time.

- a. The definitive topics can be picked up at the examination office for social sciences (house 1, room 127) at the end of September (25<sup>th</sup> Sep. – 01<sup>st</sup> Oct.) or at the end of February (25<sup>th</sup> Feb. – 01<sup>st</sup> Mar.) as stated in a letter of topic allocation the examination office will send you.
- b. Three copies of the thesis (of around 70 pages) have to be submitted at the central examination office (House 8, room 0.46/0.47, Am Neuen Palais) no later than six months after receiving the letter of topic allocation.
- c. Eventual certificates have to be forwarded directly to the central examination office in Neues Palais.
- d. Instead, eventual concessions or title amendments have to be approved by the first supervisor and forwarded to the examination office for social sciences in Griebnitzsee
- e. In case of empirical theses, an extension of one month is to be expected.

### 3. The thesis should be assessed within six weeks by the supervisors

### 4. Thesis discussion

- a. The discussion is structured into a presentation of about 20mins + 30mins oral examination with supervisors and examination board
- b. The discussion weighs 25% of your final thesis mark.
- c. Even in case of overlapping terms, students in the process of writing a thesis do not need to enroll for the new semester.