

Description of the thesis registration procedure

First of all, you find general information in Section 11 of your examination regulation: https://pafak3.wiwi.uni-siegen.de/info/wp-content/uploads/Studiengang/MH_und_PO/ep-msc-2019_po_e.pdf

About the procedure:

- The first step for students is to think about a topic of interest, e.g., a topic already encountered in the course of studies, particularly in research modules, when writing papers, treating topics or when questions arise from media reports, etc.
- Then the student searches for some related literature to be better informed and thinks about an outline of the thesis. At the same time, it is recommendable to be open for topic suggestions from the supervisor.
- By regulations, there is no fixed time in the year when a thesis has to be registered/started, however, each professor might not be available for supervisions at all times.
- Primarily, it is advisable to only contact a professor whose field course(s) you took and passed with a good or very good grade. This is particularly true for research modules. So while developing a rough idea of your topic of interest during your studies, it is highly recommended to select a related research module if available. However, in theory, you may contact any professor of the department and ask about the possibility of supervising your thesis.
- Some professors provide information on their university webpage on the organization of the thesis, like supervision dates and hints. Thus, a potential supervisor's webpage should be checked.
- A supervisor should be contacted well in advance (more than a month) of the desired start of the processing time to speak about his/her availability, the topic, literature, outline and the potential start of the processing time/official registration.
- The student agrees with the first examiner on the exact topic of the thesis as well as a start date for the work.
- The first examiner informs the student of the second examiner.
- The student downloads the [PDF form](#) from the MEPS (EP) section of the webpage of the examination office (it is recommended to save the completed form on your own computer as well).
- The student signs (handwritten) the printed form and submits it to the first examiner, who confirms the accuracy of the information with his/her signature.
- The student submits the form to the examination office.
- The examination office officially notifies the student by e-mail to the student e-mail address and by mail to the address deposited as "postal address" in unisono of the topic of the thesis and the last possible date for submission of the thesis.

Please note the following points:

In order to exclude students from gaining the advantage of a longer processing time over their fellow students, the form must be received in the examination office immediately after the signature of the first

examiner and the processing must begin no later than 2 weeks after the signature of the first examiner. Otherwise, the application will not be accepted.

An exemplary time lap:

March 22: Schedule meeting with supervisor

May 1: First meeting with supervisor

May 12: Second meeting with supervisor, agreement of topic and structure of the thesis

➔ Submission of signed thesis registration form

May 25: Start of the processing time.

August 17: Submission deadline of your thesis.

We suggest that students hand in the form themselves at the Examinations Office or drop it in the Examinations Office mailbox so that you can be sure that the registration has been received by the Examinations Office.

Students should make sure that the correct address is entered in unisono under "Contact details" and regularly check receipts in their student e-mail account.