

Guidelines for writing Master thesis for the MA European Studies

1. Examination regulations

Please check the Rules and Regulations on Grading and Examinations (Statute), Flensburg University for the European Studies Master's program, dated 3rd September 2012, Part II.

2. Official issues

Guidelines about official issues such as formatting, citation and reference style, list of sources will be provided by your supervisor.

3. Title page

The title page of the thesis must contain the following information:

- Europa-Universität Flensburg, International Institute of Management and Economic Education, M.A. European Studies
- Title of thesis
- Names of supervisors
- Student's name, surname, matriculation number, email address
- The handing in date

4. Title and topic of thesis

The topic of thesis has to be related to the contents of the courses passed during your studies at EUF. The title of the thesis must be chosen before registering the thesis. During the processing period this title may only be changed on extraordinary request and with the consent of your supervisor. The title on the printed version of the thesis must fully correspond with the one registered.

5. Length

The thesis is to be 80-100 pages long (average page: 2100 characters incl. spaces).

6. Anti-plagiarism declaration

On submitting the Master thesis, the candidate must declare in writing that he/she has completed the work on their own and did not use any material other than the sources and aids cited. Every single copy of the thesis submitted must contain a personally signed version of the official anti-plagiarism form available on the EUS homepage: Administrative Issues → Forms.

7. Abstract

The thesis has to contain an abstract – a summary of the thesis.

8. Copies

3 bound copies of and 3 digital copies of Master thesis must be handed in at the Examination Office.

9. Deadline

The student has five months to complete the Master thesis. The subject and task of the Master thesis must be such that the deadline can be kept.

10. Registration and submission

It is possible to register for writing Master thesis once a student has received at least 75 CP from the 3 semesters at European Studies. At most 4-6 weeks may pass between the initial topic discussion with a supervisor and the registration of the thesis (at the examination office). The minimum time for processing a thesis (from registration to handing-in) may not undercut ½ of the total allotted time.

11. Prolongation of deadline

In justified exceptional cases, the chairperson of the examination committee can extend the period for up to two months upon application. The application for prolonging the deadline has to be submitted to the Examination office at least one week before the deadline. A written approval of the first supervisor must be attached to the application.

12. Illness

In case the Master thesis cannot be finished in time due to illness, the deadline may be prolonged. This is done by submitting a doctor's note to the Examination board within three days. In exceptional cases the Head of the examination board might require a note from a public health officer (Amtsarzt).

13. Handing-in/submitting the thesis

The Master thesis must be handed in at the EUS Examination Office, Servicezentrum für Prüfungsangelegenheiten (SPA), Munketoft 3b, during the official office hours or by previous appointment before or on the deadline date. If the handing-in date happens to be a weekend or holiday, hand in your thesis on the following weekday. Check if Mrs. Drenkow is available on your handing-in day. You may hand in your thesis to any of the other secretaries in the building, at the EUS office or at the information desk in the main building (Hauptgebäude), but check beforehand for office hours and possible vacation times. Missing the confirmed deadline means that the thesis is graded with "fail".

14. Repeated writing

According to §12 of the Examination regulations, the Master thesis can be repeated once if graded as "fail".

15. Plagiarism

Every Master thesis is checked with a Plagiarism finder. In case of plagiarism the work of the student is graded with "fail". In severe cases the Examination Board can ex-matriculate the student from MA European Studies

16. Supervisors

A student has to choose two supervisors for Master thesis amongst the lecturers at the Europa-Universität Flensburg (check the list of suggested supervisors on the European Studies homepage). The first supervisor can be either a Professor or a person that has acquired a doctor's degree. The second supervisor must have at least a Master's degree. In exceptional cases a person who is not lecturer at the Europa-Universität Flensburg may supervise the thesis, if the Examination Board has granted this person permission on basis of an official application.

17. Defense

Supervisors are granted 8 weeks to read and evaluate a Master's thesis after submission of the hard copies to the Examination office. The Master thesis defense is organized by the two supervisors after this period.

18. Master thesis defenses

The student defending the thesis, as well as both supervisors, must personally attend the defense at Europa-Universität Flensburg. Master thesis defenses via Skype are not allowed.

19. Master thesis defense dates

If, for visa or scholarship reasons only, a defense date before a certain date is indispensable, students are requested to clear this issue with both supervisors during the thesis registration process. This especially concerns availability of supervisors for a defense in Flensburg during the favored time period (see also **17.**, **18.** and **20.**).

20. Changing supervisors

After having registered Master thesis, it is not possible to change supervisors.

21. Student status

You have to be registered as a student at Europa-Universität Flensburg until the day of your last examination, which is the oral defense of the Master's thesis. This means that you have to re-matriculate as a student also when writing your Master's thesis. Not re-matriculating will lead to your removal from the register of students.