

Documents to be submitted for admission as a candidate for the **Final Examinations** in the Master of Arts (M.A.) program

The following documentation must be submitted to the Examinations Office by the appointed date:

Gemeinsame Kommission der Philologischen,
Philosophischen und Wirtschafts- und
Verhaltenswissenschaftlichen Fakultät
Werthmannstr. 8/Rückgebäude
79085 Freiburg

- (1) Registration to the Final Examination (by post or directly by the GeKo letter box*)
→ Application for admission to the Final Examination "Master of Arts (M.A.)"

- (2) Submission of master thesis (during the GeKo office hours or by post with postmark)

- 2 hardback exemplars of master thesis
(including title page, model attached; adhesive binding, no spiral binding)
- declaration to master thesis
- ~~form "communication of address"~~

→ declaration "Begutachtung der Masterarbeit von"
(you need the signature of your first referee)

Please note,

- that you can only be granted permission to proceed to your Master's thesis if you have gained ~~80 ECTS points~~, **50 ECTS points**,
- that you can only be admitted to the oral Master's examination when you have fulfilled all the course and examination credit requirements and your Master's thesis has been accepted (total: 118 ECTS points),
- that you have to remain properly enrolled as a student in the Social Sciences/ Master's program from the date of admission to the Final Examinations until the date of the oral examination.

* Geko letter box: Werthmannstr. 8/rear building

Information on the timing of the "Master of Arts / M.A." final exam

The following chart describes the normal and "ideal type" of the M.A. final exam verification process. Deviations are possible in individual cases; such as when delaying the review process or the expert / inside will not utilize the available assessment time.

Receipt of the Admission request
at the Examination office of the Joint Commission
(Gemeinsame Kommission - GeKo)

↓ approx. 2 weeks

Written approval for the Master thesis
(provided that 80 ECTS credits are already available
to the Examination Office; otherwise the documents will be
returned, and a re-application is required)

↓ **5** months

Submission of the thesis

↓ 6 weeks

Documentation of all required
coursework and course-related examination
must be available to the Examination Office
no later than this time

↓ approx 2 weeks

Written approval for the oral examination
(after completion of the review process)

↓ approx. 1 week

Start of the individual examination period

↓ approx. 7 weeks

End of the individual examination period
(= 4 months after submission of the thesis)

Note to students, who want to complete their studies until the end of winter or summer semester:

Students wishing to complete their M.A. degree before the end of winter semester (March 31st) must send the application for admission to the Master final examination to the Examination Office no later than ~~September 15th~~ (date of the postmark). **August 15th**.

Students wishing to complete their M.A. degree before the end of the summer semester (September 30th) must send the application for admission to the Master final examination to the Examination Office no later than March 15th (date of the postmark).

If the compliance of the end date (March 31st or September 30th) for the students is absolutely necessary, however, it is advisable to submit the application for admission at an earlier date, because the examination procedure may result in delays (e.g. as part of the assessment of the thesis).

Application for admission to Final Examination for "Master of Arts (M.A.)"
(Master's thesis and oral examination)

Name: First name:
Date of birth: Place of birth:
☐ male ☐ female Country of birth:
Registration No.: Nationality:
Home address: Freiburg address:
.....
.....
..... Tel.:
e-Mail:

I hereby apply for admission to the Final Examinations for the degree of Master of Arts (M.A.)
in "Social Sciences".

I hereby declare

- that I have not failed a Master's, Magister or Diploma examination or any academic degree leading to the teaching profession (Lehramt an Gymnasien) in Social Sciences or in any related subject
- that I do not have any Master's examination results pending
- that I have not forfeited my right to be examined in the Social Sciences Master's program

.....
Date

.....
Signature

The candidate is herewith assigned the following **Master's thesis topic** (please use block capitals):

.....
.....
.....

.....
Name of supervisor

.....
Signature of supervisor

To be completed by the
Examinations Office:

Application received Submission of thesis

To be submitted together with the Master's thesis!

(your name)

Family name, first name:

Registration No.:

Permanent

~~Freiburg~~ address:

.....

(please fill in a permanent address, eg. of your parents.
Your final diploma will be sent to this address. This may
take some time.)

Declaration on Master's Thesis

I hereby declare that the Master's thesis submitted by me entitled:

(please give the exact title as recorded in the Master's thesis in block letters)

(final title of your master's thesis)

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- has been written by me unaided and that I have used no sources of references other than those indicated
- has not been submitted as a Master's thesis anywhere else.

.....
Date

.....
Signature

(your signature)

***To be completed by the first referee and returned to the Examinations Office
no later than the date of return of the Master's thesis.***

**Bitte von dem/der Erstgutachter/in ausfüllen lassen und
spätestens zusammen mit der Masterarbeit beim Prüfungsamt einreichen.**

Begutachtung der Masterarbeit von

Herrn/Frau (your name)

Als Zweitgutachter/in für die Begutachtung der Masterarbeit schlage ich vor:

Frau/Herrn (name and details of your second referee)

Vorname: Nachname:

Titel:

Universität:

E-Mail:

.....
Datum

.....
Unterschrift der Erstgutachterin/des Erstgutachters

(signature of your first
referee)