

## Frequently Asked Questions about Master's Thesis Procedure

!!!!Please note that this is the **Viadrina** procedure only. For the procedure at BILGI please get in contact with Assist. Prof. [Özge Onursal-Besgü](#)!!!!

**Please make yourself familiar with the corresponding paragraphs of the Prüfungsordnung!**

### 1- How do I find a supervisor for my Master's Thesis?

As double degree program student you have to work with two lecturers (one supervisor and one evaluator). You should look for your Master's Thesis supervisor and evaluator as soon as possible. Your supervisor and your evaluator must be professors at the Viadrina and at BILGI and have a doctorate in the field in which you have written your masters thesis. By rule, you should have successfully completed a module in which your supervisor teaches. Further information you can gain from the corresponding lecturer. It is recommended that whilst choosing your courses you should look for a suitable supervisor. The onus is on the student to also look for a supervisor and advisor for the thesis.

### 2- How do I find a topic for my Master's Thesis?

As double degree program student it is your responsibility to find your topic. Your topic should address a European issue and should be approved by both universities (BILGI and Viadrina) [Here](#) you can find the list of sample master thesis topics chosen by past double degree students.

### 3- How do I register? Which documents do I have to submit and to whom?

First, you have to make sure your classes from BILGI are recognized. (For this procedure please contact the program coordinator [Dr. Hinrichsen](#)) Then you should fill in the [annex form](#) assigning your classes taken at BILGI & Viadrina to the respective module. With this form you should visit Ms. Elke Noack in the examination office (Office AM 12, E-Mail: enoack (at) europa-uni.de). You will then receive a so-called "Laufzettel". With this you go to your first reviewer, who enters the topic and the date of the issue. From this day you have 12 weeks (SPO 2017) to write your thesis. Therefore, we strongly recommend doing extensive research in advance and not completing the registration until you can foresee that you can work on the topic in 12 weeks. An extension of this period is NOT possible. After being signed by the second reviewer and the chairman of the examination board, Prof. Dr. Beichelt (Office LH 111, E-Mail: mes (at) europa-uni.de) you will receive a written notification of your registration, which contains the binding topic and the deadline.

### 4- What formalities do I have to take into consideration when preparing the master's thesis?

The length of the Master's Thesis is set at 60-80 pages for double degree students. Further formal notes on the preparation of master theses can be found [here](#).

### 5- Who decides upon the date of the oral examination?

Both yourself and your supervisor must set the date of your examination in accordance with set protocol.

**6- Is it necessary or useful to attend a colloquium?**

If a colloquium relevant for your study area is offered, a visit is certainly worthwhile. Some professors explicitly request that you attend the colloquium offered by them if you intend to write a thesis with them. Please inform yourself at an early stage about the practices at the chair where you intend to write your work.

**7- Who is my immediate contact person in the examinations office?**

[Ms. Elke Noack](#), AM 12, (03 35) 55 34 - 43 22

**8- How long after the Masters thesis and examination do I remain a student of the Viadrina?**

You remain matriculated in the Viadrina until the end of the semester, during which time your semester ticket is still valid.

**9- I would like to exmatriculate myself before the end of the semester in which I graduated.**

**What do I have to do?**

All information on the deregistration can be found [here](#).