

## Master's Thesis Procedures for the Master's Programme European Urban Studies (EUS)

### How to apply for the Master's Thesis

If you would like to write **your Master's Thesis** please, submit the "**Thesis Application Form**" together with your completed "**Performance Control Sheet**" to the examination office of the Faculty of Architecture and Urbanism, green:house, Bauhausstraße 9c, 99425 Weimar, no later than **April 25<sup>th</sup>** for writing in summer semester or **25<sup>th</sup> October** for writing in Winter semester by post or personal delivery. It will then be directed to the Examination Board.

In order to be approved for the Master's Thesis, all required courses according to the study regulations must have already been successfully completed. Otherwise, no approval can take place.

### Admission to Master Examination by the Examination Board

If you fulfill the above mentioned preconditions, by **either 30<sup>th</sup> October or 30<sup>th</sup> April**, the **Examination Board will approve** your admission for the Master's Thesis. You will then be asked to collect a formal admission letter ("**Admission to Master Examination**") in person from the examination office, Ms. Annett Wagner. If you cannot pick it up, please send a written request to [annett.wagner@uni-weimar.de](mailto:annett.wagner@uni-weimar.de) no later than the above-mentioned dates. You will need to confirm the receipt of the admission letter by signing it at the office or returning a copy of the signed admission letter by e-mail or fax to the examination office.

### Thesis Writing / Submission of Thesis

You are allotted **14 weeks** to work on the Master's Thesis, **starting with the day that you receive the "Admission to Master Examination"**\*

**Two hard copies and a digital copy** of the Master's Thesis must be submitted to the examination office (green:house, Bauhausstraße 9 c, room 203) on time. If the thesis is delivered by post, the date indicated on the postal stamp will be considered the date of submission.

### Defence of the Masters' Thesis (Thesis Examination)

Both, the first and the second advisor act as examiners and are asked to mark your Master's thesis within one month after submission. The **Oral Examination** takes place after the submitted thesis has been marked and a date can be found that is suitable to both of the examiners. If a non-departmental examiner is unable to attend the **Oral Examination** a request for a substitute examiner will be made for this purpose.

After your successful defence and if the given grade is not worse rated than "good" (until 2,5) we strongly recommend to publish your Masters' Thesis in the OPUS, the official online publication platform of the Bauhaus Universität (<https://e-pub.uni-weimar.de/opus4/home>).

23rd January, 2020

Prof. Frank Eckardt  
Head of the Examination Board

\* Calculated from the day that the "**Admission to Master Examination**" is issued to the individual candidates either directly from the examination office or by email.