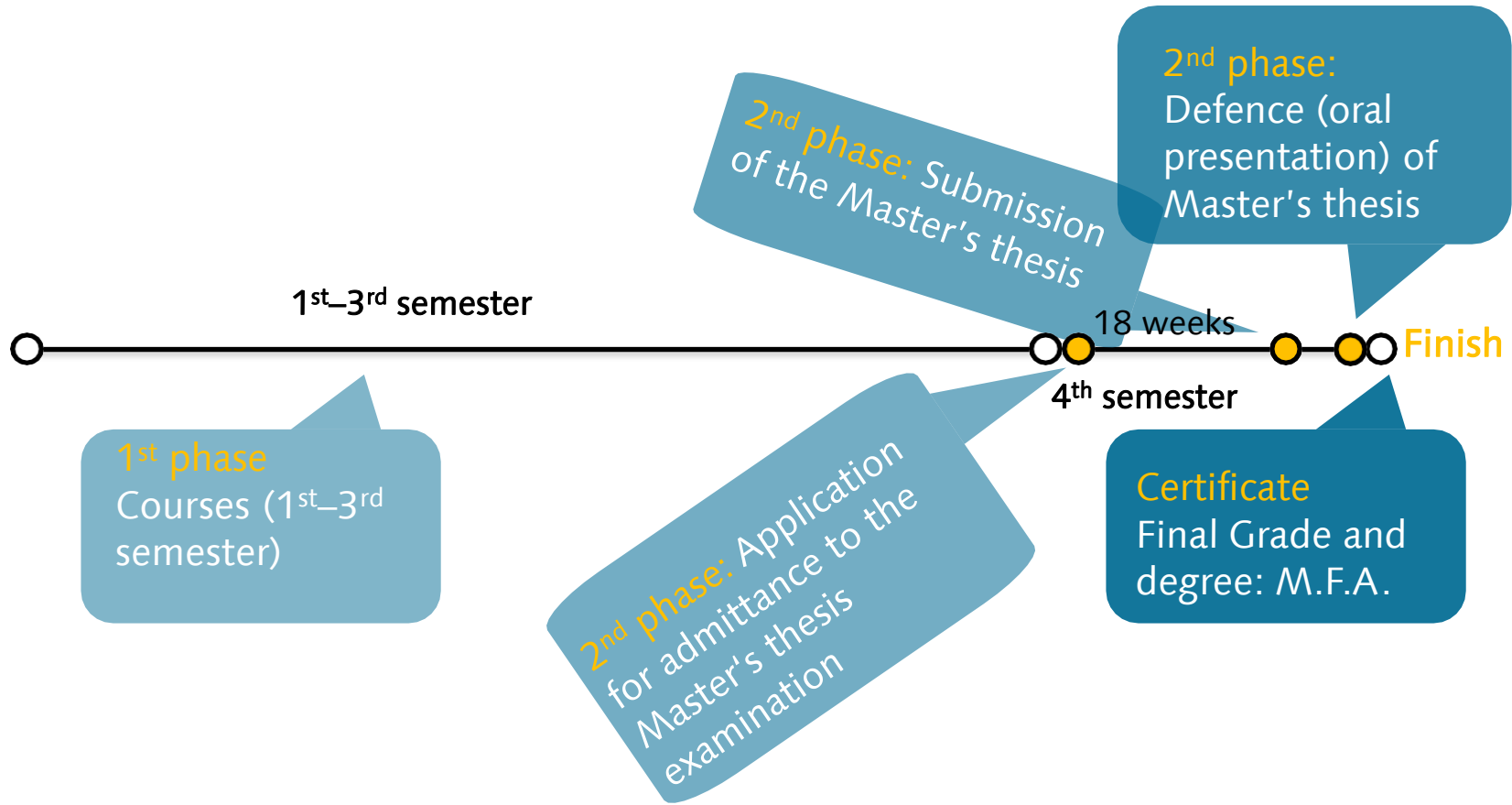


HOW TO GET YOUR M.F.A.

Important Notes For *Media Art And
Design* Master's Students

January 2023

Curriculum



Steps to your M.F.A.: short overview

1st

1st–3rd semester:

- Forming a major subject/ choice of general subject
- Completion of 90 ECTS

| Semester | | | | | | |
|----------|--|---|------------------------------|--|----|----|
| 4 | Master Module (C) (consists of Master's thesis, Oral presentation, Documentation) | | Master Colloquium (C) | 2 nd phase of degree programme (4 th semester) Master's thesis | | |
| 3 | Master Project Module (EC) | | Master Specialist Module (C) | 1 st phase of degree programme (1 st –3 rd semester) Formation of a major or choice of general subject | | |
| 2 | Project Module (EC) | | Scientific Module (E) | | | |
| 1 | Project Module (EC) | | Scientific Module (E) | | | |
| ECTS | 0 | 6 | 12 | 18 | 24 | 30 |

Key:
 C = compulsory module
 E = elective module
 EC = elective compulsory module

1st Phase: Dos and Don'ts

Modules and ECTS



You **must** select:

- 3 Project Modules among the M.A.D. modules, the 3rd of which has to be a Master Project Module (EC)
- 2 Scientific Modules (E)
- 4 Specialist Modules, two of which have to be Master Specialist Modules, of which one is compulsory (C)

all study content **must be agreed upon in writing** with the relevant lecturers in accordance with Section 2, Subpara. 4 of the study regulations.



You **should not**:

- try to register for the Master Module without having completed 90 ECTS
- rely on the teaching staff only: take care instead that your grades are reported to the Office for Academic Affairs in time
- choose courses without making sure they are available for choosing in your programme

2nd

Application for admittance to the Master's thesis examinations:

- When and where?
- Requirements
- Documents

Application for admittance to the Master's thesis examination

- at the dean's office - until further notice, we kindly ask you to register for your Master's thesis examinations in digital form only
Please fill in the respective form and send it together with the necessary documents exclusively by e-mail to
Katarina Steinbiß, Officer for Student and Academic Affairs
Geschwister-Scholl-Straße 7, room HP06,
phone: + 49 (0) 3643/583198; e-mail: katarina.steinbiss@uni-weimar.de
- registration comes first (1),
then you write your thesis (2)
submission of thesis (3)
and defence (oral presentation) (4)

2nd

Application for admittance to the Master's thesis examinations:

- When and where?
- Requirements
- Documents

What documents do you need?

- current transcript of records (bison print)
please note: all ECTS need to be shown on your bison print
make sure to ask the professors in time to send the grades/ECTS to the Office for Student and Academic Affairs (Ms Steinbiß)

What else do you need to bring?

- current matriculation confirmation (from bison)
- you need to fill out and sign the [application form](#) available on the website (examiner's signatures are also required)
- Written abstract of your Master's project signed by your main supervisor: about 1–2 pages briefly outlining your Master's subject

Application for the Admittance to the Master's thesis examination

What if...

Q: ...less than two of the chosen Project Modules did not originate from within the Media Art and Design programme?

A: Write a request to the chair of the examination committee to ask for recognition.

Q...I took a course from another faculty and I don't see the grades in bison?

A: Courses taken from other faculties require an informal written request to the examination committee in order to be recognised and booked into the system (electives)

Q:...I want to do the Master's thesis examination as a group work?

A: Group work is permitted for the Master's thesis if the individual students' contribution to be assessed is clearly distinguishable and assessable based on the submission of sections, page numbers or other objective criteria that enable a clear differentiation and fulfil the requirements as per Section 15 Subpara. 1 of the examination regulations.

For more information

The English reading version of the examination and study regulations for the Media Art and Design programme can be found here:

[Examination regulations EN 06 2021.pdf \(uni-weimar.de\)](#)

[Study regulations EN 07 2021.pdf \(uni-weimar.de\)](#)

Please be aware that only the German version is legally binding.

Responsibilities of the Media Art and Design examination committee:

- any exceptions from the regulations need to be granted by the examination committee
- written requests need to be addressed to the [chair of the examination committee](#) and be submitted to the dean's office
- please keep in mind that the examination committee meets only every 4 to 6 weeks during the semester

At the application – important notes:

- If you are in your 7th semester or higher, you have to consider the so-called “Rückmeldesperre”
 - In these cases, in order to apply for the admittance to the Master’s thesis examination, you need to make a written request to the examination committee to get an extension of study time; please also turn to the Campus.Office
 - otherwise, you risk being de-registered from the university!
 - A study extension is usually granted for one semester
- Working time on your thesis is 18 weeks, you will be informed about the official date of submission when applying
- Please note: if you apply towards the mid/end of the semester, your submission or defence (oral presentation) will take place in the next semester. Make sure you re-enrol!
 - You need to be enrolled until your defence (oral presentation) is done
 - Dates of the academic year:
winter semester: 01.10.–31.03.
summer semester: 01.04.–30.09.

At the application – important notes:

Example:

If you are admitted to the Master's thesis examination in den winter semester 2023/24 and your date of submission is after March 31st, you will have to re-enrol and pay the semester contribution fee.

Once again: you need to be enrolled until the end of your Master's thesis examination (thesis, documentation and defence (oral presentation))

Thesis:

- working time is 18 weeks (you will be informed about the official date of submission when applying)
- reasons for an extension of working time:
falling ill (official doctor's confirmation needed) or
running out of time (by written request to the examination committee only)

What is the Master's thesis examination anyway?

Parts and Steps

The Master Module in Media Art and Design consists of the three following parts that will be part of the final grade/degree:

- Master's thesis, usually consisting of a practical and a theoretical component (18 weeks time)
- oral presentation
- documentation

In addition, there is a compulsory Master Colloquium in which you have to participate in order to pass the Master's thesis examination.

You may reject and change the subject of your Master's thesis only once and only within the first four weeks of the assignment.

2nd Submission of the Master's thesis

- formal criteria
- where to submit
- number of copies



Dos:

- submit **in triplicate** in print and digital formats in English or in German at the dean's office
- follow the **formal standards**: number of pages, structures and parts of the thesis etc.
- submit well in advance of your defence (oral presentation); about at least two weeks
- include a formal confirmation that you are the **author** of this work and haven't submitted this work before etc. (so-called "Declaration of Honour")
- you may submit your thesis by mail (date of postmark)



Don'ts:

- submit and apply at the same time
- submit without having applied for admittance to the Master's thesis examination at all
- submit only and directly to your supervisors
- defend (present) and submit in the same day
- submit by e-mail (PDF etc.)

2nd Master's thesis defence (oral presentation)

- When?
- How to organise it

Master's thesis defence (oral presentation)

- you need to organise the defence (oral presentation) yourself
- contact your supervisors and fix a date, book the technical equipment and the room
- please inform the dean's office about the fixed date in order to prepare the protocol for the defence (oral presentation)

Failing the Master's thesis

Q: What if I fail the Master's thesis?

A: According to the examination regulations of the Media Art and Design Programme, you may repeat your Master's thesis once; that means, there is one more chance to pass the exam with a new topic of your thesis

Certificate

- will be available after about 6–8 weeks after the defence (oral presentation)
- will be handed to you personally at the dean's office
- contact person:
Ms Katarina Steinbiß
(Officer for Students and Academic Affairs at the Faculty of Art and Design)
e-mail: katarina.steinbiss@uni-weimar.de

Thank you!

Your contact persons at the Faculty of Art and Design:

Katarina Steinbiß, Officer for Student and Academic Affairs
Geschwister-Scholl-Straße 7, room HP 06
phone: +49 (0) 3643/58 31 98
e-mail: katarina.steinbiss@uni-weimar.de

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