

## **Guideline for the registration of the master's thesis in the Business Studies program (MPO 2013)**

### **Master's thesis module**

The master's thesis module (30 CP) consists of the master's thesis amounting to 30 CP. The master's thesis can be accompanied by a seminar (according to § 6 para. 1 of the subject-specific master's examination regulations of 17.04.2013 in their most current version). The accompanying seminar is not graded. Participation in an accompanying seminar is made possible by the first examiner of the master's thesis.

### **Registration requirements**

To register the master's thesis, students must have obtained at least 60 CP. In addition, in the specializations "Finance" and "Innovation Economics" the examination in "Econometrics" must have been passed.

### **Registration**

To register your master's thesis, submit the form "Application for admission to master's thesis phase" to the Central Examination Office (ZPA).

You can find the form at <https://www.uni-bremen.de/en/zpa/forms>

### **Examiner**

Two examiners are to be named upon registration. The first examiner (= topic provider) supervises the work and, if necessary, offers an accompanying seminar. The second examiner is also proposed by the student. The first examiner can make a suggestion. The first examiner should be a professor, an adjunct lecturer, a member of staff with a doctorate of the Faculty 7, or a lecturer. At least one of the examiners, usually the first one, must be a member of Faculty 7 of the University of Bremen. For subject-related reasons, an examiner from another department of the University of Bremen or from another university / college may be nominated<sup>1</sup>.

### **Review of the application**

The application is formally checked in the Central Examination Office. If all admission requirements are met, admission to the master's thesis is granted.

### **Letter of Acceptance**

After approval you will receive the letter of acceptance by mail. The letter of acceptance will name the two examiners, the topic of the master's thesis and the submission date.

### **Processing time and submission**

The processing time is fifteen weeks (§ 6 para. 3). It begins when the processing of the application for acceptance has been completed in the Central Examination Office. The exact date of submission can be found in the letter of acceptance. The master's thesis must be submitted to the Central Examination Office in due time in triplicate in writing and also on a suitable electronic storage medium. With the thesis the declarations (see <https://www.uni-bremen.de/en/zpa/forms>): copyright statement and statement of the publication of the master's thesis as well as the statement of consent for checking by plagiarism software must be included and signed in the original. In case of postal delivery to the examination office, the date of receipt at the examination office is valid (§ 10 para. 10 AT-MPO 2010). The master's thesis can also be handed in personally at the Central Examination Office (ZPA-Servicestelle). After receipt, the master's thesis is immediately sent by the Central Examination Office to the examiners with the request to prepare the evaluation.

**Extension of the processing time / illness**

A one-time extension of up to four weeks is possible upon justified application with the approval of the examination board (§ 6 para. 3 sentence 2). The first examiner should give their consent to the extension on the application. The application for an extension of the processing time must be submitted to the Central Examination Office (ZPA) before the end of the processing time. If you fall ill during the processing time, you will be credited for the time of illness. For this purpose, please submit the form "Notification of illness - extension of the processing time of the master's thesis owing to illness" as well as the medical certificate from your attending physician before the deadline for submission. You will receive a letter by mail informing you of the extension and stating the new submission date.

**Extent / design of the master's thesis**

The master's thesis should normally be written as an individual piece of work. Exceptions are regulated by the examination board upon justified application (§ 6 para. 4). The examination regulations do not specify any guidelines for the formatting / design of the master's thesis. Details on the layout and the extent of the thesis are to be discussed with the examiner or supervisor.

**Evaluation**

The evaluation should be available within eight weeks after submission of the master's thesis. In case of a high number of master's theses, the examination board may grant the examiner a reasonable longer period (§ 10 para. 12 AT-MPO). You can view the grades at PABO under your student data.

**Examination Certificate / Degree Certificate**

The examination certificate and the degree certificate (German and English) are issued when all examination results of the master's program are available. This is usually the case after the assessments for the master's thesis are available. After successful completion of the final module, the Central Examination Office (ZPA) will not inform you about any examination results that may still be open or have not been registered. This is your responsibility. After signing (examination certificate by examination board chairman; degree certificate by dean), the documents will be sent to you by mail. At the same time as the documents are issued, you and the Student Affairs Office (SfS) will receive a notification of successful completion by mail. The date on the examination certificate and degree certificate is the date of the last examination.

**Semester / Matriculation**

When registering for the master's thesis, you must be enrolled in the degree program. You do not need to be enrolled when submitting the master's thesis and for the time of evaluation, provided that you do not have to take any further examinations.

Note: If you do not pass the master's thesis, you can repeat it once. You do not have to be enrolled for this renewed application for admission.

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<sup>1</sup> The appointment of an external reviewer (other faculty or university) must be requested. The form can be found at <https://www.uni-bremen.de/en/zpa/forms>