

# MASTER THESIS – ADMISSION and SUBMISSION

## @EUV

	EUV	Requirements
Admission	1. Email to the EUV Examination Office ( <a href="mailto:Johne@europa-uni.de">Johne@europa-uni.de</a> ) asking about admission	<u>SPO2020</u> <ul style="list-style-type: none"> <li>• Completion of Modules A, C (including one B2 course), D, E and one Preparatory Colloquium in Module F (SPO2020)</li> <li>• Enrolment in a 2<sup>nd</sup> Preparatory Colloquium (Module F)</li> </ul> <u>SPO2023</u> <ul style="list-style-type: none"> <li>• 75% of the ECTS of the course-related study and exam achievements</li> <li>• This must include the successful completions of modules A and B.</li> </ul>
	2. Fill in a form (" <i>routing slip</i> ") received from the Examination Office	1. Enter names of 1 <sup>st</sup> and 2 <sup>nd</sup> supervisor 2. Signature of <u>both</u> supervisors
	3. Send the form back to the Examination Office ( <a href="mailto:Johne@europa-uni.de">Johne@europa-uni.de</a> )	<ul style="list-style-type: none"> <li>• Form must be fully completed</li> </ul>
		<ul style="list-style-type: none"> <li>• The Examination Office confirms the thesis submission date</li> </ul>
Submission	4. Writing of master thesis (8 weeks for SPO2020 / 16 weeks for SPO2023)	
	5. Hand in two paper copies and a digital version of the thesis at the Examination Office by the end of the submission deadline	
<b>After submission of the thesis</b>		
	<ul style="list-style-type: none"> <li>• Supervisors have six weeks to evaluate the master thesis</li> <li>• After that, the student will agree on a date for the oral examination with the supervisors (Final Colloquium= Module F (SPO2020) or Module E (SPO2023))</li> </ul>	

## @AMU

	AMU	Requirements
Admission	1. Notification of the topic □ Email to AMU Student Office ( <a href="mailto:monika.bak@amu.edu.pl">monika.bak@amu.edu.pl</a> ) <ul style="list-style-type: none"> <li>• <b>Deadline: 15<sup>th</sup> May</b> of the respective academic year</li> </ul>	<ul style="list-style-type: none"> <li>• Email must contain the master thesis topic and the names of both supervisors (one from EUV, one from AMU)</li> </ul>
	2. Email to AMU Student Office <b>by 10<sup>th</sup> September</b> of the respective academic year <ul style="list-style-type: none"> <li>• AMU Student Office will check the ECTS (admission)</li> <li>• AMU Student Office will generate an entry about the thesis in APD</li> </ul>	<ul style="list-style-type: none"> <li>• 120 ECTS collected by the end of the 4<sup>th</sup> semester</li> <li>• ECTS for the 2<sup>nd</sup> preparatory colloquium are assigned when the MA is ready</li> <li>• Entry in APD is required to proceed to step 3</li> </ul>
Submission	3. Upload of the master thesis (final PDF) at the AMU Archive of Diploma Theses (APD) ( <a href="https://apd.amu.edu.pl/">https://apd.amu.edu.pl/</a> )	<ul style="list-style-type: none"> <li>• <b>Deadline 30<sup>th</sup> September</b></li> <li>• Title, abstract and keywords must be entered in <b>Polish and English</b></li> </ul>
<b>After submission of the thesis</b>		
	<ul style="list-style-type: none"> <li>• antiplagiarism test in the APD</li> <li>• Examination of the thesis within 3 months after submission</li> <li>• Supervisors enter their reviews to the APD</li> </ul>	