

MASTER THESIS – ADMISSION and SUBMISSION

@EUV

	EUV	Requirements
Admission	1. Email to the EUV Examination Office (Johne@europa-uni.de) asking about admission	<u>SPO2020</u> <ul style="list-style-type: none"> • Completion of Modules A, C (including one B2 course), D, E and one Preparatory Colloquium in Module F (SPO2020) • Enrolment in a 2nd Preparatory Colloquium (Module F) <u>SPO2023</u> <ul style="list-style-type: none"> • 75% of the ECTS of the course-related study and exam achievements • This must include the successful completions of modules A and B.
	2. Fill in a form (" <i>routing slip</i> ") received from the Examination Office	1. Enter names of 1 st and 2 nd supervisor 2. Signature of <u>both</u> supervisors
	3. Send the form back to the Examination Office (Johne@europa-uni.de)	• Form must be fully completed
	<ul style="list-style-type: none"> • The Examination Office confirms the thesis submission date 	
Submission	4. Writing of Master thesis	<ul style="list-style-type: none"> • SPO2020: 20.000 words – 8 weeks processing time • SPO2023: 22.000 to 30.000 words – 16 weeks processing time
	5. Hand in two paper copies and a digital version of the thesis at the Examination Office by the end of the submission deadline	
After submission of the thesis		
<ul style="list-style-type: none"> • Supervisors have six weeks to evaluate the master thesis • 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)) <p><u>Requirements for admission to the Final Colloquium:</u></p> <ul style="list-style-type: none"> • written part of the master thesis with a minimum grade of 4.0 • successful completion of all study and exam performances that are required pursuant to SPO § 5 		

@AMU

	AMU	Requirements
Admission	1. Notification of the topic: Email to AMU Student Office (monika.bak@amu.edu.pl) <ul style="list-style-type: none"> • Deadline: 15th May of the respective academic year 	<ul style="list-style-type: none"> • Email must contain the master thesis topic and the names of both supervisors (one from EUV, one from AMU)
	2. Email to AMU Student Office by 10th September of the respective academic year <ul style="list-style-type: none"> • AMU Student Office will check the ECTS (admission) • AMU Student Office will generate an entry about the thesis in APD 	<ul style="list-style-type: none"> • 120 ECTS collected by the end of the 4th semester • ECTS for the 2nd preparatory colloquium are assigned when the MA is ready • Entry in APD is required to proceed to step 3
Submission	3. Writing of Master thesis	• Up to 30.000 words
	4. Upload of the master thesis (final PDF) at the AMU Archive of Diploma Theses (APD) (https://apd.amu.edu.pl/)	<ul style="list-style-type: none"> • Deadline 30th September • Title, abstract and keywords must be entered in Polish <u>and</u> English
After submission of the thesis		
<ul style="list-style-type: none"> • antiplagiarism test in the APD • Examination of the thesis within 3 months after submission • Supervisors enter their reviews to the APD 		