

CHECKLIST MASTER'S THESIS & GRADUATION FOR STUDENTS

Version January 2025, Study Support Center

Agreement on the Master's thesis

- discussed the basics of the Master's thesis with the supervisor: working title, start date, expected submission date, place of completion (abroad?)
- received confirmation request by email from supervisor
- subsequently confirmed the agreement as well, as stated in the e-mail

Preparation of the Master's thesis

- defined and implemented the thesis (task definition, time planning, conceptualisation, research)
- discussed and incorporated corrections with supervisor
- carried out the final version
- considered and discussed with supervisor a possible confidential clause

Submission of the Master's thesis to the chair

- sent the electronic version of the Master's thesis in PDF/A to the supervisor
- submitted a printed version to the supervisor for assessment (has to be IDENTICAL to the electronic version!), doesn't have to be bound
- Recommendation: both completed and submitted up to 40 working days before the defensio

Registration for graduation up to 20 working days before the defensio

- submitted necessary information and documents for the completion of studies on the [SSC website](#)
- registered for the defensio at the chair

Submission of the Master's thesis up to 15 working days before the defensio

- checked basic data on MU-Online "Thesis/Publication": is title in German and English correct?
- entered abstracts in German and English as well as keywords and subject areas
- entered chair, supervisor, co-supervisor and cooperation partner
- downloaded, signed, uploaded the affidavit and declaration of consent
- Optional: completed and uploaded the blocking request/ request for the confidential clause
- generated official title page in the MU online application "Title page"
- created and uploaded the final version of the thesis with the official title page and not signed affidavit in PDF/A format
- sent off submission
- checked that the PDF/A final version of the thesis on MU-Online and the printed copy are identical!
- Printed version to the supervisor already submitted the for assessment

Final spurt until 10 working days before the defensio

- submitted bound copy of the Master's thesis to the SSC together with the loose sheet of the affidavit with your original signature on it
- all achievements are entered in Curriculum Support

Registration for the graduation ceremony

- registered for the [graduation ceremony](#) (participation in the graduation ceremony is possible 10 working days after the defensio at the earliest)

