

## Frequently Asked Questions about Master's Thesis Procedure

!!!!Please note that this is the **Viadrina** procedure only. For the procedure at BILGI please get in contact with [Assist Prof Özge Onursal-Besgü](#)!!!!

**Please make yourself familiar with the corresponding paragraphs of the current [study and examination regulations](#) (*Studien- und Prüfungsordnung*) at Viadrina!**

### 1- How do I find a supervisor for my Master's Thesis?

As a double degree student from BILGI, you have to work with two lecturers (one supervisor and one evaluator). You should look for your Master's Thesis supervisor and evaluator as soon as possible. Your supervisor and your evaluator must be professors from both universities, BILGI and Viadrina, and have a doctorate in the field in which you are writing your Master's thesis. Lecturers at Viadrina are more likely to accept being your supervisor, if you have successfully completed a class in which your supervisor teaches. Therefore, it is strongly recommended that you start looking for a supervisor while you are choosing your courses. It is the student's responsibility to find both a supervisor and an evaluator.

### 2- How do I find a topic for my Master's Thesis?

It is your responsibility to find your thesis' topic. Your topic must address a European issue and should be approved by both universities (BILGI and Viadrina) [Here](#) you can find a list of sample master thesis topics chosen by past double degree students.

### 3- How do I register? Which documents do I have to submit and to whom?

First you need to make sure that your classes from BILGI are recognized. (For this procedure, please contact the program coordinator at Viadrina [Ms Ruth Geiger](#)). Then you should fill out the [annex form](#), assigning your classes taken at BILGI & Viadrina to the respective Viadrina modules. With this form you should visit Ms Elke Noack from the examination office (Office AM 09, e-mail: enoack(at)europa-uni.de). You will then receive the so-called "Laufzettel". With this form you go to your first reviewer, who enters the topic and the date of the issue. From this date on, you have 12 weeks (according to the study and examination regulations from 2017) to write your thesis. We strongly recommend doing extensive research in advance and not completing the registration until you can foresee that you will be able to finish your thesis in 12 weeks. An extension of this twelve-week-period is NOT possible. After being signed by the second reviewer and the chair of the examination board, Prof Dr Timm Beichelt (Office LH 111, e-mail: mes(at)europa-uni.de), you will receive a written notification of your registration from the examination office, containing the binding topic and deadline.

### 4- What formalities do I have to take into consideration when preparing the master's thesis?

The length of the Master's Thesis is set at 60-80 pages for double degree students. Further formal notes on the preparation of master theses you can find [here](#).

### 5- Who decides upon the date of the oral examination?

Double degree students from BILGI only have to pass the final oral exam at BILGI, the date of which is set by the university. Only double degree students from Viadrina will have to take the oral exam at Viadrina, the date of which is decided upon by both the student and his/her supervisors.

**6- Is it necessary or useful to attend a colloquium?**

Colloquia are not mandatory per se, but some lecturers explicitly request that you attend the colloquium offered by them if you intend to write a thesis with them. Please inform yourself at an early stage about the practices at the chair where you intend to write your work. In any case, if a colloquium relevant for your study area is offered, a visit is certainly worthwhile.

**7- Who is my immediate contact person in the examinations office?**

[Ms. Elke Noack](#), AM 09, (03 35) 55 34 - 43 22, e-mail: [enoack\(at\)europa-uni.de](mailto:enoack(at)europa-uni.de)

**8- How long after the Master's thesis do I remain a student of the Viadrina?**

You remain enrolled at the Viadrina until the end of the current semester, during which your semester ticket also remains valid.

**9- I would like to de-register myself before the end of the semester during which I graduated.**

**What do I have to do?**

All information on de-registration can be found [here](#).