



## How to Submit your Master Thesis

In order to register your Master thesis, please submit the following documents to the examination office (ASPA):

- the completed Master Thesis Registration Form (available at ASPA information desk/on ASPA homepage,
- proof of satisfied foreign language requirements according to § 3 Study Regulations (originals or certified copies of school leaving certificate/further certificates if applicable),
- If you intend to write the thesis in team work a separate application is required.

Faculty of Philosophy	Faculty of Social and Behavioural Sciences	Faculty of Theology
A minimum of 60 credits (ECTS) plus admission to two further module examinations (20 credits) in your degree programme	A minimum of 60 credits (ECTS) in your degree programme	M.A. Christianity A minimum of 60 credits (ECTS) plus admission to two further module examinations (20 credits)

### The Processing of your Thesis

- The deadline for submitting your application is the 10th of each month.
- Once you have submitted all required documents approval of your application will follow by the 15th of the month.
- In accordance with the FSU Master Examination Rules, the examination of your thesis (inclusive of possible presentation/defense) from the date of admission will take:

Faculty of Philosophy	Faculty of Social and Behavioural Sciences	Faculty of Theology
5 months	6 months	M.A. Christianity – 5 months

- Three bound copies and an electronic version (CD ROM/different media) of the thesis must be submitted by the given deadline but within the opening hours of the examination office.

### The Layout of your Master Thesis

- The thesis must be printed on A4 paper using one-and-a-half-spacing,
- should not usually exceed 80 pages (160.000 characters),
- Structure, references and annotations must be based on the usual standards followed in the given academic discipline,
- contains a title page and declaration of authorship on the last page of the thesis. (Please note the samples overleaf).

Further standards are not prescribed but we strongly recommend consulting your supervisor in this matter.



**Sample design for title page in A4**

Friedrich-Schiller-Universität Jena
Faculty Institute
Topic of your thesis
Thesis submitted for the academic degree of Master of Arts (M.A.)
Author: Student number:
Date and place of birth: ...
Supervisor: Co-supervisor:
Place and date

**Declaration of Authorship (wording suggestion)**

„I hereby certify that this thesis has been composed by me and is based on my own work, any other aids and sources have been treated with due acknowledgement. This thesis has never been submitted for examination elsewhere nor has it been published in German or any other language.“

With an extra statement you can decide if you intend to make your paper available for public use:  
„The author does not permit the public use of this Master thesis.“ / „From the author’s side there are no reservations against the public use of this Master thesis. “

Place and Date

Signature