



FAQ on formalities  
regarding your  
master's thesis in  
the Department of  
Politics and Public  
Administration

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# **1. Deadline extension and changing the title of your master's thesis**

## **1.1. What do I need to do if I require more time to finish my master's thesis?**

Your deadline can be extended in two cases:

### **1. Health reasons:**

If you are facing health problems please use the medical certificate form provided by the Central Examination Office (Link: see end of the page).

#### **Please note:**

You must submit the medical certificate immediately, i.e. on the first day you get ill, to the Central Examination Office (you can send it via e-mail first, the original may follow via mail). The extension period will only start on the day the university receives the certificate. If you submit it later, the days already passed since you became ill will not count. Please also note further information given on the medical certificate form.

### **2. Other reasons: (e.g. problems with data sets, response rates, etc.):**

Please discuss a potential deadline extension with your first supervisor and use the departmental template for requesting extensions (link: end of the page). After the form has been filled in and signed, please submit it to the Examination Office of the Department of Politics and Public Administration (via e-mail or mail) no later than three weeks before the time allotted for the thesis ends.

#### **Please note:**

Due to the high workload in submission periods, please expect a processing time of your application of approximately two weeks.

## **1.2. What do I need to do if I want to change the title of my thesis?**

Please use the departmental form for changing the title of your thesis and have your first supervisor sign this request.

#### **Please note:**

You must submit the request, filled in and signed, on the day you submit your master's thesis at the latest. You will receive a short e-mail confirming that your request has been accepted, but no specific notification letter.

You can download all mentioned forms here:

[- polver.uni-konstanz.de/en/studies/master/mapolver/thesis/](https://polver.uni-konstanz.de/en/studies/master/mapolver/thesis/)

## **2. Submitting your master's thesis**

### **2.1. What are the steps to follow just before submitting my thesis?**

Please check the following items:

1. Does the final title of your thesis correspond to the original title in your application for the thesis? If not, have you already applied for a change of title? If not, please submit the signed request for changing the title along with your thesis.
2. Have you provided two printed, bound copies (no spiral binding)?
3. Have you provided two digital copies of your thesis on two USB-sticks (*not* CD-ROMs!)? Is one of these copies attached to the inside back of one of the two printed copies?
4. Have you filled in and signed the "Declaration of Authorship" as well as the "Appendix to the Declaration of Authorship: Software-based anti-plagiarism check" (important: make sure to use the forms for the master's programme!)?
5. Have you downloaded and printed a certificate of enrolment for the **current** semester? If not, please attach a print out version (available in ZEuS) to your thesis.

**Please note:**

If your master's thesis is incomplete, has formal flaws or is not submitted by the deadline, you might fail the master's thesis for formal reasons!

### **2.2. Why is it mandatory for me to be enrolled at the University of Konstanz until I have completed all my examinations?**

Students must be enrolled at the University of Konstanz until they have completed their last examination, including retakes, if applicable. Therefore, you must be enrolled in any case until the submission of your master's thesis. If you are not enrolled on the day of submission of your master's thesis, you might fail the master's thesis for formal reasons!

### **2.3. Should I e-mail the master's thesis to my supervisors on the day I submit it?**

E-mailing the pdf-version of your thesis may make sense if you have an external supervisor, as delivery of the printed copy via mail might take some time. In other cases, too, this might be a good idea, for example, if your supervisor is on a sabbatical semester and not often reachable. The Central Examination Office only passes the printed, legally binding copies of your master's thesis to the two supervisors.

## **2.4. How can I submit my master's thesis during the current coronavirus pandemic?**

The regulations for submitting theses change depending on the Corona infection situation. Therefore, please first visit the website of the ZPA and inform yourself about the current regulations:

[- https://www.uni-konstanz.de/en/study/while-you-study/examinations/current-information-and-forms-of-the-central-examination-office-zpa/](https://www.uni-konstanz.de/en/study/while-you-study/examinations/current-information-and-forms-of-the-central-examination-office-zpa/)

Currently (July 2022), you have two options for submitting your master's thesis to the Central Examination Office:

*1. Mail your thesis by post to the following address (Recommendation: By registered mail):*

Universität Konstanz  
Abteilung Studium und Lehre  
Zentrales Prüfungsamt (ZPA), Fach 70  
Herrn Axel Herber  
Universitätsstraße 10  
78464 Konstanz  
Germany

### **Please note:**

The date of the postmark counts as the submission date. If you bring your thesis copies to the post office on the day of your submission deadline and it gets stamped on that day, you will have met the deadline.

*2. Hand in your thesis in an envelope labelled with the above address of the Central Examinations Office at the Central Post Office ("Zentralpoststelle") below the Audimax lecture hall (room A530a) (opening hours of the Central Post Office: Mon. - Thurs., 9 a.m. - 12 p.m., 1 p.m. - 3.30 p.m., Fri. 9 a.m. - 12 p.m., 1 p.m. - 2.30 p.m.).*

### **IMPORTANT:**

Make sure that you have included all required copies of the master's thesis (including all attachments) and that you have fulfilled all formal requirements (see 2.1.).

## **2.5. What can I do to ensure my examination/degree certificate is correctly processed and issued?**

Your certificates are generated electronically. The corresponding data is generated from your information in your ZEuS account. If the data material is incorrect, the information on your certificate will also be incorrect.

You can help us prevent mistakes in your personal information by comparing all information on your identity card or passport to the (blue) student data sheet ("Datenkontrollblatt") as well as the data in ZEuS. If there are any mistakes (e.g. wrong spelling of your name including wrong international spelling, missing first names, wrong birth place, etc.), please immediately contact the Student Service Centre (SSZ).

**2.6. I have further questions that are not answered in these FAQ. How can I contact the person in charge at the Central Examinations Office?**

If you have any further questions about your Master's examination that are not answered in these FAQ, the person in charge at the Central Examinations Office, Mr Herber, will be glad to help you - preferably by telephone (telephone consultation hours: Mon. - Thurs. 9 a.m. - 12 p.m., Tel.: 07531/88-2985) - or via the e-mail address [axel.herber@uni-konstanz.de](mailto:axel.herber@uni-konstanz.de).

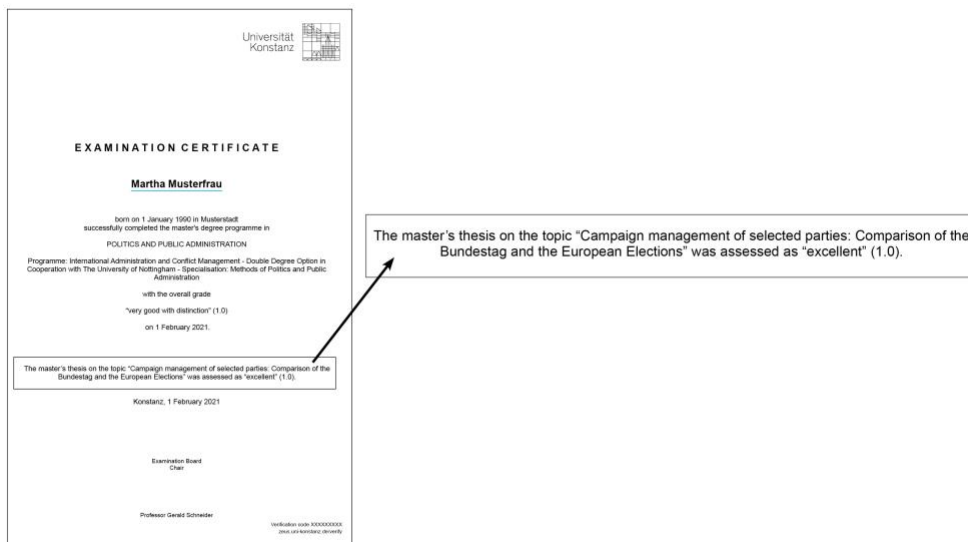
**Good luck with your master's thesis!**

Please also see the following page.

### **3. How to design your thesis title in accordance with the formal requirements – information from the Central Examination Office**

Students in the Department of Politics and Public Administration, please note the following information from the Central Examination Office (ZPA): the title of your thesis can be printed in the examination certificate only as a running text without line breaks (see image 1). A line break between main title and subtitle is not possible because of the pre-set design of the certificate.

Consequently, the Central Examination Office recommends, but does not require, you to do the following if your title is structured in two half sentences or a main and subtitle: simply insert a separating character (e.g. a dash, full stop or colon) in between the two parts.



**Image 1: Sample examination certificate with the title of a thesis**

**Please note:** When you submit your thesis, the title must exactly match the title you requested before starting to write. You have to submit an application to make any changes to your title, even the smallest ones. Otherwise you are not permitted to add or leave out characters and/or words.

**Additional information:** Please do not use footnotes in the title of your thesis, as they, too, cannot be included in the pre-defined design of the certificate.

Kind regards, your Central Examination Office team