



Guidelines on master's theses

To register your master's thesis, please submit the following documents to ASPA:

- registration form (available at ASPA information desk/on ASPA homepage);
- proof that you met language requirements according to section 3 of the valid study regulations; (i.e. original documents or certified copies of your secondary school leaving certificate/other certificates if applicable).
- If you intend to write your master's thesis as a group project, please submit a separate application. This application must include the names of all authors and clearly define each author's contribution to the thesis.
- If you intend not to write your master's thesis in German, please submit a separate application.

According to section 12 of the examination regulations for master's programmes, you must have completed the following prerequisites before you can register your master's thesis (refer to the details in the table below).

Faculty of Arts	Faculty of Social and Behavioural Sciences	Faculty of Theology
a minimum of 60 ECTS plus admission to 2 further module examinations (20 ECTS) in your study programme	a minimum of 60 ECTS in your study programme	MA Christianity in Culture, History, and Education: a minimum of 60 ECTS plus admission to 2 further module examinations (20 ECTS)

Information on the procedure

- You may register your master's thesis by the 10th day of each month. The admission is granted on the 15th day of the given month.
- You must register your master's thesis using a registration form which is available at ASPA. Registration via the online examination management system (Friedolin) is not possible.
- According to the regulations on master's examination, the maximum time frame to work on a master's thesis,¹ starting on the date of admission, is:

Faculty of Arts	Faculty of Social and Behavioural Sciences	Faculty of Theology
5 months	6 months (MA Social Theory: 4.5 months)	MA Christianity in Culture, History and Education: 5 months

- You must submit your master's thesis in 3 bound copies as well as in an electronic format (CD-ROM or other storage type) to ASPA by the submission deadline either:
 - a) in person during ASPA office hours or
 - b) by post (date of postmark = date of submission).
- You are free to choose the type of binding you prefer, however, you should opt for at least a coil binding.

¹ If applicable, including its presentation or defence.

Information on style and layout

The master's thesis:

- must be written with 1.5 line spacing and submitted in A4 format.
- should generally not exceed 80 pages (160,000 characters).
- must comply with the standards of the given discipline in terms of its structure, bibliography, and annotations.
- must include a cover page and a statement of authorship ("*Eigenständigkeitserklärung*") on the last page of the thesis. (Please refer to the template below).

While there are no other general standards to follow, we strongly recommend you that you consult your supervisor on this matter in advance.

Cover page template (A4 paper size)

Please use one of the cover pages accordingly depending on the language of your master's thesis.

Friedrich Schiller University Jena	
Faculty Institute	
Title	
Master thesis submitted to be awarded the academic degree Master of Arts (MA)	
Submitted by: Matriculation no.:	
Born on ...	in ..., Country
First reviewer: Second reviewer:	
Place and date	

Friedrich-Schiller-Universität Jena
Fakultät
Institut
Thema der Masterarbeit
Masterarbeit zur Erlangung des akademischen Grades
Master of Arts (M.A.)
vorgelegt von ...
Matrikelnummer:

geboren am ... in ...
Erstgutachter/Erstgutachterin:
Zweitgutachter/Zweitgutachterin:
Ort und Datum

Statement of authorship (template)

"I hereby confirm that I wrote this master's thesis on my own and I did not use any other aids or sources, except those indicated. I furthermore confirm that I did not submit the thesis as assessed course work elsewhere nor it was published in German or any other language."

In a separate statement, you should also indicate whether you intend to make your work available to the public. You might use this text:

"The author has objections/no objections to making the present master's thesis available to the public."

Place and date

Signature