



Faculty of Economics and Management
International Study Program



**MASTER SEMINAR,
SCIENTIFIC PROJECT, AND
MASTER THESIS**

An Informational Guide for M. Sc. in IMME, ORBA, FINEC, EPA

A presentation in order to get informed about the faculty's procedure for the master seminar, scientific project and master thesis application and registration procedure.

All information are provided by courtesy. No guarantees will be made for any changes or mistakes.

Master Modules at a Glance

1st semester | Compulsory + Compulsory Elective Modules ...

2nd semester | + Master Seminar

3rd semester | + Scientific Project

4th semester | **Master Thesis**

Pre-registration in the prior semester is required!

Individual search + application
No structured procedure will apply!

M-EPA: Two master seminars, and no project are required.

Master Seminar Registration

Mandatory central registration procedure **via e-learning** portal under the course category:

Studiendekanat/Office of Study Affairs → **Masterseminare / Master Seminars**

- **Strict pre-registration deadline** in January (SoSe) or July (WiSe)
- Application process:
Selection of the first and second preference, and submitting documents via e-learning portal.
- Priority in application is given to second semester students.
- **Allocation** of remaining places on the „first come first served“ basis in March (SoSe) or September (WiSe) for pre-registered students.

Check out the detailed application process [HERE](#)

(it is a presentation from previous semesters – don't mind the dates!)

Scientific Project Registration

Mandatory central registration procedure via e-learning portal under the course category:

Studiendekanat/Office of Study Affairs → **Scientific Projects**

- **Strict pre-registration deadline** in January (SoSe) or July (WiSe)
- Application process:
 - Selection of the first and second preference, and submitting documents via e-learning portal.
- Priority in application is given to third semester students.
- **No allocation (!)** of remaining places.

Be careful to register in the correct course in the pre-registration!
(Master Seminar course ≠ Scientific Project course)

Master Thesis Writing:

Application at preferred chair is necessary!

Observe these notes:

- No structure procedure!
- No central registration!
- No central deadlines!
- No rights and claims for a topic in your specialization, specific chair!

Be active and show your professionalism as managing your finales and get ready for your job search!

- Check **the website from the department, professor** of your choice and find information about the regarding procedure and deadlines.
- Some chairs update the website information about the Master's Thesis in **February** (for upcoming SoSe), **July – August** (for upcoming WiSe)

Master Thesis Writing

Keep in mind!

- If you fail the master thesis, you have max. 1 retake -> **in the next (!!!) semester immediately!**
You take a semester break, after failing? You are not allowed to retake the master thesis by failing the study program rules of your master's.

Note:

Each chair has **limited places**, and some are booked out soon - look for another chair, which is providing open places for Master's Thesis writing in English. Be open and include chairs in your selection that may not be among your first preference. Otherwise, you must wait for the next semester and try again. No claim for writing the master's thesis at a specific chair.

In LSF you will find an overview of which chairs supervise master's theses for your degree program. Category: "Master Thesis with Research Seminar (29994)" - here you find all chairs listed supervising a thesis for M-IMME, M-FINEC, M-ORBA and M-EPA.

IMME

- At least 75 CP in total, including:
 - all compulsory modules
 - at least one passed specialization
 - 10 CP in at least one seminar

ORBA

- At least 75 CP in total, including:
 - at least 15 CP in each of the two core areas
 - 10 CP in at least one seminar

FINEC

- At least 75 CP in total, including:
 - all compulsory modules
 - at least 5 CP in the field of “Academic Methods”
 - 10 CP in at least one seminar

EPA

- At least 75 CP in total, including:
 - all compulsory modules
 - 10 CP in at least one seminar

Master Thesis Admission Requirements

No exceptions!

Check SPO of your study programme for further registration requirements (available on [www.isp.ovgu.de/Students +Documents](http://www.isp.ovgu.de/Students_documents))

Master Thesis Application

Application at preferred chair is necessary

- No central registration!
- No rights and claims for a special topic, chair!
- No central deadlines!

Be active on your own and show your professionalism as managing your finales!

- Check **the website from the department, professor** of your choice and find information about the regarding procedure and deadlines.
- Some chairs update the website information about the Master's Thesis in **February** (for upcoming SoSe), **July – August** (for upcoming WiSe). Make sure to check the websites regularly!

Stay updated!

- Get informed about all important **information** and **deadlines!**
Sign up for a e-learning course „News, Dates, Counseling, SIMP-SON, Links for all Students” and your study programme course available under the course category „International Study Program Office (ISP Office)”
- Problems? Questions?

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FAQ

Master Seminar:

1. *Can I take more than one seminar during my semester?*

Yes, but you can apply for the second seminar only during the allocation of the remaining places.

2. *Can I take the master seminar during my 1st semester?*

It is highly recommended to follow the program structure of the master's study program to be sure to be prepared for the next study term.

3. *Can I take the master seminar during my 3rd or 4th semester?*

It is highly recommended to take the master seminar during the 2nd semester. You can apply for more seminars during your 3rd and 4th semester only during the allocation of the remaining places.

4. *I missed the pre-registration deadline. What should I do?*

Pre-registration is strictly required and taken in January/June, before the semester start.

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FAQ

Scientific Project:

1. *Can I apply for the scientific project for my 2nd semester?*

No, you can apply for the scientific project only when you successfully finished the master seminar in the previous semester.

2. *Can I take more than one scientific project during my studies?*

No, you can take only one scientific project during the study program.

3. *Can I apply for the scientific project that is not in my specialization?*

Yes, you can apply for all scientific projects that are offered in the given semester.

4. *Can I apply for the scientific project from different specialization than I did my master seminar?*

Yes, you can apply for all scientific projects that are offered in the given semester.

5. *I missed the pre-registration deadline. What should I do?*

Pre-registration is strictly required and taken in January/June, before the semester start.

6. *Is it possible to substitute the “Scientific Project” by an internship?*

The SPO of our master’s study programs is not providing a module like “Compulsory Internship”. It is possible to integrate practically experience, an internship into the “Scientific Project”, or establish a task there is a practically work (an internship) involved. Talk to the supervisor about this option. The supervisor of the “Scientific Project” must always confirm this option.

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FAQ

Master Thesis:

- 1. Can I write my thesis in the other specialization than mine?*
Yes, you can write your master thesis in any chair of your choice. However, it is strongly recommended to write in the chair you have already successfully finished your specialization.
- 2. Can I write my master thesis at a chair where I didn't write my scientific project?*
Yes. However, exceptions may apply, but chair should inform you.
- 3. Are there specific courses that are mandatory in order to write the master thesis at a specific chair?*
There are no mandatory courses to write a master thesis at a specific chair. However, knowledge of specific topics can be required (for example software skills). Exceptions may apply – for detailed information contact the chair of your choice.
- 4. Can I write my master thesis during my internship?*
You can write your master thesis in the cooperation with the organization, but your topic must be always approved by your chair. Writing a thesis alongside an internship at a company is not recommended since writing a thesis (worth 30 credits) equals a full-time job.
- 5. Can I write my master thesis in German?*
No, international study program students must write their master thesis in English.
- 6. I did not get a place for the master thesis at any chair of my choice. What can I do?*
If you face problems regarding the master thesis application, turn to Dr. Jessica Naundorf (Study Deans Assistant) or Grit Voigt (ISP Office) for further guidance.
- 7. I failed my master thesis. When can I retake it?*
You must retake it in the following semester only. Otherwise, you will lose your chance for a retake writing of a Master's Thesis.
- 8. What is the maximum time limit to finish Master's degree?*
As of now there is no max. limit for completing masters. But, a student would need to pay more if he/she has exceeded 9 semesters.

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All the best for your finals!