

Master's program in International Relations (MIB)

Faculty of History and Social Sciences (GGF)

Master's Thesis Schedule

*Information sheet for students in the Master's program in International Relations
according to the examination regulations in the latest valid version
(start of studies from April 1, 2024)*

With the Master's thesis, you usually complete your Master's degree in International Relations. It is worth 20 ECTS credits within the framework of your Master's program. In the Master's thesis, you are supposed to prove that you have the ability to work independently according to scientific methods and to gain substantial results on a research topic. This information is intended to support you in preparing your Master's thesis in a timely and formally correct manner. Please note that the regulations in official documents, such as the General Examination Regulations (APO) of the Catholic University of Eichstätt-Ingolstadt, the examination regulations of the degree program, or the information on the thesis provided by the Examinations Office, always take precedence over the information in this advisory information sheet.

Step 1: Finding a topic

“The topic of the Master's thesis can be assigned from the subjects of political science, history and sociology. The topic must have clear international references.” (Examination Regulations, Section 8 paragraph 1)

You can choose the subject and the chair at which you would like to write your Master's thesis according to your individual interests, but it should have been a significant part of your Master's studies. Writing the Master's thesis in a subject area in which you have achieved no or only few study and examination achievements during the entire course of studies rarely leads to success.

Once you have chosen the subject, start thinking about a possible Master's thesis topic. It must have clear international references. Then contact the representative of the department independently to discuss the specific topic. You should already have

outlined the research question in a one-page abstract when you first consult with the desired supervisor for your Master's thesis.

Step 2: Registration of the Master's thesis topic

"The topic of the Master's thesis may be allocated, at the earliest, once required or required elective modules in the degree program worth at least 40 percent of the total number of ECTS credits for the degree program have been successfully completed."
(APO Section 12 paragraph 2 sentence 2)

The topic of the Master's thesis may be allocated, at the earliest, once required or required elective modules in the degree program worth at least 40 percent of the total number of ECTS credits for the degree program have been successfully completed (as a rule, therefore, at least 50 ECTS credits from the required area and required elective areas must be proven); however, you can also start to identify your topic earlier (see step1).

In order to register your Master's thesis topic, please use the form required for this purpose. You can find it in the section "Downloads" on the website of the MIB or on the MIB page of the Examinations Office.

Please note that the title of your Master's thesis topic must be given in German and English. Together with the form, you will also receive further important information from the Examinations Office, including on the procedure for registering the Master's thesis topic and the form and submission of the Master's thesis.

The completed form will be signed by the supervisor of your Master's thesis after the topic has been issued and forwarded to the Examinations Office.

Step 3: Preparation of the Master's thesis

"The processing time for the Master's thesis is four months." (Examination Regulations, Section 8 paragraph 2)

The Master's thesis is usually written in the fourth semester. In the case of important reasons, the processing time can be extended by the board of examiners by a maximum of four weeks upon request; the request must be made before the deadline expires.

The date set by the supervisor on the form for registration of the Master's thesis topic and his/her signature (see step 2) mark the beginning of the processing period. The starting time of the work should be chosen in such a way that the standard period of study is not exceeded if the period for working on the thesis is fully utilized.

Generally, the Master's thesis is written in German. Subject to the supervisor's and the board of examiner's consent, the thesis can also be written in English or another language. However, it must be ensured that a second examiner with appropriate language qualifications is available.

The length of the Master's thesis is determined in consultation with the supervisor and depends on the 20 ECTS credits to be awarded. Usually, a Master's thesis comprises approx. 50 pages of text (excluding the title page, outline, list of sources and bibliography, and appendices, if applicable). In most cases, scientific papers are written in a 12-point font and with 1.5 line spacing. For further formal and content-related requirements, please contact the supervisor of your Master's thesis.

The title page of your Master's thesis must contain the following information:

- Catholic University of Eichstätt-Ingolstadt
- Faculty of History and Social Sciences
- Master's thesis
- TOPIC (maximum 250 characters/ the title of the paper must be given in German and in English)
- (first and last name)
- (student registration number)
- (date of birth)
- Master's program in International Relations
- Reviewer (name & name of the Chair, if applicable)
- (submission date)

Step 4: Submission of the Master's thesis

The Master's thesis must be typewritten and submitted to the Examination Office in two copies in bound form (inseparably bound) and in an unalterable machine-readable form (usually in PDF format on a USB stick or as an e-mail attachment).

Your Master's thesis is deemed to be submitted in due time if it has been handed in at the Examinations Office (please note opening hours!), placed in the mailbox of the Examinations Office or sent by mail (the date of the postmark is decisive!) to the Examinations Office of the Catholic University of Eichstätt-Ingolstadt, Marktplatz 7, 85072 Eichstätt, Germany, at the latest on the last day of the processing period.

The Master's thesis must contain a declaration by the student that they have compiled the thesis themselves ("Eigenständigkeitserklärung") signed by the student's *own hand*. The following wording can be used as an example:

I certify that the present work was written by me independently. Apart from those listed, no other aids were used. The work has not been submitted for examination elsewhere or been published. The passages taken from the works listed in the bibliography and list of sources, either in wording or in meaning, are marked with a corresponding indication.

Place, date, name, signature

Please also refer to the current version of the Examination Office's information on final theses (see Examination Office website).

Step 5: Submitting request form for issuance of final academic record

After receiving the last relevant examination grade (usually for the Master's thesis), you should immediately submit the request form for issuance of a final academic record. Based on this request, the Examinations Office will issue your certificate/final academic record. To apply for issuance, please use the form for this purpose, which you can find in the "Downloads" section of the MIB website or the MIB page of the Examinations Office.