

Information on the Master's Thesis in the Master's Programmes of the Leuphana Graduate School (excluding Teacher Education)

Based on the General Assessment Regulations for Master's programmes at the Graduate School of Leuphana University Lüneburg

GENERAL INFORMATION

Selection of Topic

The dissertation topic shall be determined by the first examiner upon the proposal of the candidate and shall be subject to approval by the Chair of the Examination Board.

Appointment and Eligibility of Examiners

Any person who is a member of, or affiliated with, Leuphana University or another higher education institution and who is authorised to teach independently in the relevant examination subject, or a related sub-discipline may be appointed as an examiner. Academic staff may be appointed as examiners provided that, pursuant to Section 31 (1), sentence 2 of the Lower Saxony Higher Education Act (NHG), they have been assigned teaching-related academic duties.

With the consent of the first examiner and the Examination Board, an external examiner may be appointed as second examiner. In such cases, the first examiner must be a Professor of the University (including Privatdozent or Außerplanmäßiger Professor). External examiners must hold at least a Master's degree or an equivalent qualification. **Evidence of the academic qualification, together with a CV and contact details, must be submitted with the application for admission to the Master's thesis.**

Group work

The Master's dissertation may be completed as a group project. In such cases, the individual contribution of each candidate that is to be assessed must be clearly identifiable and independently assessable, based on sections, page numbers, or other objective criteria.

Master's Forum

The Master's Forum constitutes a separate module for which an assessed component is required. The structure and requirements of the Master's Forum are determined by the regulations of the respective major subject.

Duration and Scope of the Dissertation

The completion period of the Master's thesis is 5 months, or 20 weeks in the Master's programme Management. In the degree programme Law, the period is 12 weeks.

Any specific details applicable to programmes offered in cooperation with a partner university (joint, double, or multiple degree programmes) are set out in the relevant subject-specific regulations.

APPLICATION PROCEDURE

Submission and Approval of the Application

The application form for admission to the Master's thesis is available as a editable PDF document on the Student Services/Examinations website. The completed application, duly signed by the examiners, must be submitted to the Student Services Office (Infoportal) or sent as a readable PDF document via email, using the



candidate's university email account, to studierendenservice@leuphana.de. Particular attention must be paid to providing a clearly readable dissertation title in both German **and** English. The approved title will be reproduced verbatim on the degree certificate. Following confirmation of the topic and the examiners by the Examination Board, the candidate will receive written notification of admission, including the final submission deadline.

From this point onwards, the admission to the Master's thesis will be recorded in the candidate's myCampus account under "My Achievements" and "My Thesis". The examiners, title, and submission deadline are thereby formally fixed.

Candidates are advised to take into account that the application must first be approved by the Examination Board. The dissertation period commences only upon such approval.

Note → Where the dissertation is written in English, no German title is required.

Withdrawal of the Topic

The dissertation topic may be withdrawn without providing reasons only on the first attempt and within 14 days of the commencement of the dissertation period. The withdrawal must be declared in writing to the Examination Board and submitted to the Student Services Office. Following withdrawal, the candidate may be assigned a new topic. This topic must not be closely related to the previously assigned topic. The full dissertation period shall be available again for the new topic. The examiners need not be the same as for the original topic. The work on the new topic does not constitute a new attempt but forms part of the original attempt interrupted by the withdrawal.

ILLNESS

Illness occurring during the dissertation period shall be taken into account only if supported by a medical certificate. The certificate must explicitly state the extent to which the candidate was impaired in relation to the examination. It must be submitted to the Student Services Office immediately upon determination of incapacity. The medical certificate (form for examination incapacity) must expressly confirm that the candidate was unable to work on the Master's dissertation. Standard certificates of incapacity for work are not sufficient. The dissertation period shall be suspended for the duration of the illness, and the submission deadline shall be extended by the number of days certified.

SUBMISSION OF THE MASTER'S THESIS

Format and Submission

The Master's dissertation must be uploaded by the set submission deadline to the candidate's myCampus account under "My theses". A comment-enabled PDF file, including all appendices, must be uploaded, together with an anonymised version for plagiarism checking. Detailed instructions are available on the myCampus homepage under "Guidelines for Students" (DE: Anleitung für Studierende).

During the upload process, candidates must agree to the following declaration:

Hiermit erkläre ich, dass ich die vorliegende Arbeit – bei einer Gruppenarbeit der entsprechend gekennzeichnete Teil dieser Arbeit – selbstständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt wurden, und – alle Stellen der Arbeit, die wortwörtlich oder sinngemäß aus anderen Quellen übernommen wurden, als solche kenntlich gemacht wurden. Die vorliegende Arbeit hat in gleicher oder ähnlicher Form noch keiner Prüfungsbehörde vorgelegen. Die elektronische Fassung dieser Arbeit sowie Studierendenservice



die zusätzliche elektronische Fassung in anonymisierter Form gem. § 7 Abs. 10 RPO stimmen inhaltlich überein.

Translation: I hereby declare that I have completed the present dissertation independently — in the case of group work, the clearly identified part thereof — and that I have used no sources or aids other than those indicated. All passages taken verbatim or in substance from other sources have been identified as such. This dissertation has not previously been submitted, in the same or a similar form, to any examining authority. The electronic version of this thesis, as well as the additional anonymised electronic version submitted in accordance with § 7 Para. 10 of the General Examination Regulations, are identical in content.

Title Page Requirements:

Leuphana Universität

Degree Programme

Title of the dissertation in German and English (exact wording as approved)

Candidate's surname and forename

Student registration number / matriculation number

Current email address

Current postal address

First examiner

Second examiner (for external examiners: current contact details, including email address)

Date of submission

Note → Where the dissertation is written in English, a German declaration must nevertheless be included.

ORAL EXAMINATION*(FORMALY: COLLOQUIUM) AND ASSESSMENT

*Applicable only where the Subject Specific Regulations of the respective major provide for an oral examination.

Admission to the oral examination

Admission to the oral examination requires that both examiners have uploaded their marked written assessments to myCampus. Written admission to the oral examination will then be issued.

The date of the oral examination must be arranged independently with the examiners. The **scheduling form** (provided at the time of thesis submission) must be **submitted to the Student Services Office no later than one week before the examination date**. No confirmation of receipt will be issued.

Oral examination

The purpose of the oral examination is to provide an explanation and discussion of the dissertation. The examination is not open to the public. Attendance is restricted to the first and second examiners, the candidate, and members of the Examination Board. The oral examination normally lasts 30 minutes. In the case of group examinations, the duration shall be reduced accordingly. The format of the examination is determined by the examiners in consultation with the candidate. A written record of the examination must be prepared by the examiners.

Assessment with oral examination

The oral examination is assessed by the examiners. The arithmetic mean of the two marks constitutes the mark for the oral examination and is weighted as one fifth (5 CP) of the overall dissertation grade. The arithmetic mean of the written assessments is weighted as four fifths (20 CP).



Assessment without oral examination

Each examiner shall prepare a written assessment of the dissertation. The arithmetic mean of the two marks constitutes the final grade of the Master's dissertation.

Note → Where there is a divergence of at least two grade points between the two examiners' assessments, an additional qualified examiner shall be appointed by the Examination Board prior to publication of the result. The final grade shall then be calculated as the arithmetic mean of all individual assessments.

RESUBMISSION OF THE MASTER'S THESIS

The Master's thesis may be resubmitted once only. Resubmission is permitted solely where the first attempt has been assessed as "fail". Passed assessments may not be repeated. If the first attempt is failed, a second and final attempt with a new topic is permitted. The new topic must not be closely related to any previous topic. The full dissertation period as specified in the subject-specific regulations shall apply. The examiners need not be the same as for the original dissertation.

For further enquiries, please contact the Student Services Office at studierendenservice@leuphana.de