

“Language Science and Technologies” (LST) and “Language Communication and Technologies” (LCT)

Checklist for submission of the MSc Thesis at Saarland University

The Master Thesis

The first step of the MSc Thesis phase is to find a local thesis supervisor at UdS, see section 3.

1. Master Seminar

1.1 This is a self-study seminar conducted in coordination with your local thesis advisor. It ends with a 30-45 minutes talk and the submission of an approximately 10-page proposal for the thesis. 12 ungraded points are awarded for this seminar. The supervisor has to confirm that the seminar took place before you can register for the Thesis (see 2.1).

1.2 For LCT students in year 2 at the partner university, you may conduct this seminar long-distance with your advisor, but you must ensure that this is organized and that you submit the proposal to your advisor and the examination office.

2. Registration of the thesis

2.1. The thesis has to be registered with the examination office, building C7 2, room 1.01. This is to be done at least 3 months in advance of the actual submission, but keep all deadlines in mind, see below. You have to submit the proposal of the Master Seminar to the examination office together with the registration form. The supervisor has to confirm on the registration form that he accepts the Master seminar.

2.2. If you are currently studying in Saarbrücken, you must complete this step in person, that is, go to the examination office, and fill in the form given to you to register the thesis.

2.3. If you are an LCT student currently studying at partner 2, you may contact the examination office by email. You will be sent the required form asked to return it signed by email. The registration will be confirmed by the examination office, please keep the confirmation mail in your records.

The contact email is: exam-office@coli.uni-saarland.de

2.4 LCT students must make sure that they are enrolled at UdS when submitting the thesis. The default submission deadline for the thesis is Sept 30 (end of summer semester).

3. Advisors

3.1. The registration form will ask you to list your thesis advisors; it is your responsibility to ensure that the advisors named have accepted this function.

3.2. At least one of your local advisors must be a professor OR head of a junior research group in Language Science and Technology at Saarland University.

The list of LST professors is available here:

<https://www.uni-saarland.de/en/departement/lst/team/profs.html>

3.3 In general, you will have two advisors; in some exceptional cases, three advisors may be listed. Point 3.2 must be observed, the other advisor/s may be non-professorial academic faculty, internal or external.

3.4 As an LCT student, it is in general recommended that you have at least two advisors: one a professor or head of a junior research group at the LST department at Saarland University, and the other from the partner University of the other year. Ensure that you observe also the requirements of the partner University in selecting your advisors.

4. Submission of the Thesis

4.1. You **MUST** be registered as a student at Saarland University until the thesis is **SUBMITTED**. For LCT students in year 2 studying at partner 2, you should be registered here. It is your responsibility to ensure that you remain registered as a student with this status for both winter and summer semester.

4.2. After the registration of the thesis, you have at most 6 months to submit the thesis. Be very careful to not make a formal mistake here and miss the deadline.

4.3. An extension to the deadline may be granted in exceptional cases, but must be applied for **BEFORE** the original deadline expires and must include a specific reason, why you could not submit in time and why you are not responsible for the delay. The application should be roughly 10 to 20 sentences. You must also here keep in mind the formal requirement that you are also registered as a student.

If you are studying following the study regulations PO20081:

4.4. You must include a signed text at the front of the thesis stating that the work contained is your own. Here are sample texts in German and English:

Eidesstattliche Erklärung

Hiermit erkläre ich, dass ich die vorliegende Arbeit selbstständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel verwendet habe.

Declaration

I hereby confirm that the thesis presented here is my own work, with all assistance acknowledged.

Saarbrücken, XX Month XXXX Signature:

4.5. The thesis must be bound (a simple spiral binding is adequate, can be done at most larger copy shops).

For LCT students, the cover page of the thesis should mention that you are submitting the thesis as part of the degree requirements of the MSc in Language Science and Technology at Saarland University.

4.6. Submit in general 4 hard copies, depending on how many advisors you have.

If you are studying following the study regulations PO20171:

4.4. You must include a signed text at the front of the thesis stating that the work contained is your own. Here are sample texts in German and English:

Eidesstattliche Erklärung

Hiermit erkläre ich, dass ich die vorliegende Arbeit selbstständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel verwendet habe.

Ich versichere, dass die gedruckte und die elektronische Version der Masterarbeit inhaltlich übereinstimmen.

Declaration

I hereby confirm that the thesis presented here is my own work, with all assistance acknowledged.

I assure that the electronic version is identical in content to the printed version of the Master's thesis.

Saarbrücken, XX Month XXXX Signature:

4.5. The thesis must be bound (a simple spiral binding is adequate, can be done at most larger copy shops).

For LCT students, the cover page of the thesis should mention that you are submitting the thesis as part of the degree requirements of the MSc in Language Science and Technology at Saarland University.

4.6. Submit in general 3 hard copies (depending on how many advisors you have) and an electronic version (for example on a CD)

4.7. For LST: The submission is generally done in person (take the thesis to the examination office BEFORE expiration of your deadline). It is also allowed to authorize another person with the submission of the MSc. Thesis. This person needs a written authorization for submission to the examination office.

4.8. For LCT: Postal submission in exceptional cases is only possible for LCT students.

4.8.1 For LCT students studying at partner 2, an exception can be made and the thesis can be submitted by post, but this **MUST** be approved by the examination office **in advance**.

4.8.2 When submitting postally, (only when approved, see point 4.8.1) for your own security, it is **STRONGLY** advised to submit using a courier service such as UPS or TNT, or send using registered mail. Retain a dated receipt.

4.8.3 The examination office will recognize the postal stamp as meeting the deadline.

4.8.4 It is your responsibility to follow up and ensure that your thesis has been delivered.

4.9 LCT students also submit an MSc thesis to the partner University, for which you must meet all local requirements and observe all local restrictions. Specific information will be available via the local coordinator at the partner institution.

5. Colloquium - Presentation of the thesis

5.1 The thesis must be presented in a colloquium. Please arrange the colloquium with your supervisors.

5.2 The colloquium must take place at most 6 weeks after the Thesis submission date.

5.3 For LCT students in year 2 at the partner university, there are several options for completing this requirement. Your local advisor may travel to attend your

presentation, grade this and award the points. You may also do the presentation for your local advisor via video conferencing. The UdS advisor also has the option to coordinate with the partner 2 advisor and award the grade and points in collaboration with the advisor from the partner University. You should hold the colloquium while you are still a registered student at Saarland University. This will in general mean that the colloquium will also be held by September 30 of the submission year, except in cases of extension of the program. Please arrange the details with your supervisors.

6. Study and Examination Regulations

6.1. In questionable cases, the original regulations are stipulated in the official study and examination regulations and represent the default.