

Checklist for submission of the MSc Thesis at Saarland University

MSc Language Science and Technologies (LST)

MSc Language Communication and Technologies (LCT)

1. Reviewers, Supervisors

1.1. Your thesis will be graded by two reviewers. The first reviewer must be a professor or *Privatdozent* of our department, the second reviewer does not need to be a professor but can also be academic staff. The second reviewer usually is academic staff of the first reviewer's research group and usually serves as the day-to-day supervisor of the thesis; the first reviewer often comes in only for the Master's seminar and to review the thesis at the end.

For LCT students, please note that your second supervisor from the partner university must be a professor in order to qualify as a reviewer at Saarland University. If the second supervisor is not a professor, you will need two reviewers from Saarland University. Please ask your first reviewer to recommend a second reviewer. If the second supervisor from the partner university is a professor (and thus will act as a reviewer), please ask your first reviewer to inform the second reviewer about the formal requirements regarding the review.

1.2. See <https://www.uni-saarland.de/fachrichtung/lst/personen/professorinnen.html> for a list of professors of our department.

1.3. In exceptional cases, the examination board may accept professors (but not academic staff) of other departments at Saarland University or other universities as second reviewers. Make sure to apply for an exception with the examination board before you start working on your thesis. Your application should give a specific reason why you need an external expert as a supervisor of your thesis.

2. Master's Seminar

2.1. The Master's seminar is intended to prepare for the final thesis. It is a self-study seminar conducted in coordination with your supervisor and ends with a 30–45 minutes talk and the submission of an approximately 10-page (possibly longer) proposal for the thesis. When in doubt, ask your first reviewer what he or she expects in terms of the length and structure of the seminar paper.

For LCT students in year 2 at the partner university, you may conduct this seminar long-distance with your supervisor from Saarland University.

3. Registration of the thesis

3.1. You can find the registration form at

<https://www.uni-saarland.de/fachrichtung/lst/studium/beratung/pruefsek-science.html>

3.2. The first reviewer has to confirm that you successfully finished the Master's seminar before you can register for your thesis. Please ask the first reviewer to sign the form before you submit it to the examination office.

3.3. The registration for the thesis is generally done in person. Submit the signed registration form together with a print-out of your proposal to the examination office (room 1.01, building C72.) Alternatively, you may also register by sending an e-mail (together with the thesis proposal) to the examination office, **provided that you send the e-mail from an official UdS e-mail account** (you@stud.uni-saarland.de or you@lst.uni-saarland.de) so that we can validate the e-mail address.

3.4. After the registration of the thesis, you have at most **6 months** to submit the thesis. The earliest possible date for the thesis submission is 3 months after registration.

Be very careful to not make a formal mistake here and miss the deadline. In very exceptional cases, you may apply for an extension of up to 6 weeks with the examination board. In order to apply for a deadline extension, please send an email to the examination office (few weeks) before the

original deadline expires. You should explain in detail why you can not submit in time and **why you are not responsible for the delay**.

4. Submission of the Thesis

4.1. After the registration of the thesis, you have at most 6 months to submit the thesis, see 3.4.

4.2. The earliest possible submission date is 3 months after you registered for the thesis, see 3.4.

4.3. You must be registered as a student at Saarland University until the thesis is submitted.

4.4. You must submit 3 hard copies and an electronic version (on a CD or USB flash drive). You can print your thesis and burn a CD at Saarland University's library (SULB), see

<https://www.sulb.uni-saarland.de/en/learning-spaces/fotostelle/drucken-und-kopieren/>

It is not possible to submit the electronic version by e-mail to the examination office.

4.5. The title page must include the following information (not necessarily in this order):

- The title

- Your name and matriculation number

- The study programme and university: "submitted as part of the degree requirements of the MSc in Language Science and Technology, Saarland University"

(This applies also to LCT students: "submitted as part of the degree requirements of the MSc in Language Science and Technology, Saarland University")

- Your two reviewers. If additional advisors have been involved in the supervision of your thesis, you should list these persons as *additional advisors*.

- The submission date

4.6. You must include a **signed** text at the front of the thesis stating that the work contained is your own, either in German or in 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.

Saarbrücken, (Datum und Unterschrift)

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, (Date and signature)

4.7. As a general guideline, your thesis should be between 50 and 70 pages in length. You may deviate from this recommendation in consultation with your reviewers, depending on topic and quality of your work.

4.8. The thesis must be bound. A simple spiral binding is adequate.

4.9. 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 your thesis. This person needs a written authorization for submission to the examination office.

4.10. For LCT students in year 2 at the partner university, an exception can be made and the thesis can be submitted by post, but this **must** be approved by the examination office **in advance**. The examination office's postal address is

Universität des Saarlandes

Fachrichtung Sprachwissenschaft und Sprachtechnologie

Prüfungssekretariat

Cristina Deeg

Campus C72

66123 Saarbrücken

Germany

4.10.1. When submitting postally, **it is strongly advised to submit using a courier service such as UPS or TNT**, or send using registered mail. **Retain a dated receipt**. It is also advised to send a digital copy of your theses by email to the examination office so that we can check that all formal requirements are met before you send the hard copies.

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

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

4.11. *LCT students also submit an MSc thesis to the partner university, for which you must meet all local requirements and observe all local restrictions. Please contact the local coordinator at the partner university for specific information.*

5. Colloquium

5.1 The results of the thesis must be presented in a colloquium **within 6 weeks after the thesis submission date**. Please arrange the colloquium with your supervisors / reviewers.

For LCT students in year 2 at the partner university, you may do the presentation for your local supervisor via video conferencing. Please arrange the details with your supervisors.

5.2 If you submit your thesis just few days before the end of the semester, the colloquium will likely take place in the following semester. While you must be enrolled at Saarland University when you submit your thesis (see 4.3), you don't need to be enrolled on the date of the colloquium (if you finished all other course requirements up to the colloquium.)

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, see

<https://www.uni-saarland.de/studium/angebot/master/lst.html>