

Information sheet for the submission of thesis (BA/MA)

Please note: On the day of your last examination (submission of the final thesis or other performance), you must be **enrolled** in the degree program or in the corresponding combination of subjects ([BAMAPO, § 2 para. 7](#)). The new semester begins on 01.04. and 01.10. respectively.

Cover sheet for Bachelor or Master thesis

- On the [website of the "Prüfungssekretariat"](#) you can download sample cover sheets for Bachelor and Master thesis. The cover sheet relevant for you must be provided with the **correct and complete** information (title, own information, names of the reviewers) and the declaration of independence on it must be **signed**.

Number of copies and modalities

- The thesis must be submitted to the faculty administration in **two printed** copies and additionally in electronic form (PDF) as an archive copy (exception: BA German-French Studies: Cross-border Communication and Cooperation (**2010**): **three** bound copies). The text must include page numbers and should be prepared using a common text system or text program. The copies are to be **printed and** delivered stapled or bound ([BAMAPO, § 23 para. 12](#)). You are welcome to use the [service of the SULB](#) for printing your thesis. There you will also find a corresponding guide.

Submission or sending

- **All** copies must be received by the "Prüfungssekretariat der Philosophischen Fakultät der Universität des Saarlandes" on the same day (by 23:59).
- If the thesis is sent to the "Prüfungssekretariat" by post, it should be sent by registered mail in order to receive written proof of submission. The date of the postmark is decisive for postal delivery.

Title and title change

- The title of the thesis must match the registered title when the thesis is submitted, otherwise no further processing of the thesis is possible.
- A change of title must be requested by means of an informal application and submitted to the "Prüfungssekretariat" (incl. signature of the first examiner).

If you have any questions, the staff of the "Prüfungssekretariat" can be reached by e-mail or telephone and will be happy to assist you. Further information and contact details can be found on the [website of the "Prüfungssekretariat"](#).

Master thesis cover sheet sample

Titel der Arbeit

Masterarbeit
im Fach Bezeichnung des Studienfachs
der Philosophischen Fakultät
der Universität des Saarlandes

Erstgutachter: Name des Erstgutachters
Zweitgutachter: Name des Zweitgutachters

Vor- und Nachname
Straße und Hausnummer
PLZ Ort
Emailadresse
Matrikelnummer

Selbständigkeitserklärung:
Hiermit versichere ich, dass ich die vorliegende Arbeit selbständig verfasst und keine anderen als die angegebenen Hilfsmittel benutzt habe. Ferner habe ich die Stellen der Arbeit, die anderen Werken dem Wortlaut oder dem Sinn nach entnommen sind, unter Angabe der jeweiligen Quelle als Entlehnung kenntlich gemacht. Dies gilt ebenso für Zeichnungen, Skizzen und Pläne sowie bildliche und grafische Darstellungen, die nicht eigenhändig von mir angefertigt wurden.

Saarbrücken: _____ Unterschrift: _____

(Click on the image to go to the website of the "Prüfungssekretariat" where you can download the cover sheets (BA/MA))

Checklist for you

- The title of the thesis is the same as the registered (or changed) title.
- The title page of my thesis corresponds to the information on the sample cover sheet and the declaration of independence is signed.
- I made an appointment with the printer and asked how long it would take to have the thesis bound.
- I have made all required copies of the thesis (see above) and had them bound (or stapled). The thesis has been page numbered.
- The declaration of independence corresponds to the template on the sample cover sheet and is signed on all copies (electronic and printed).
- I have submitted **all** copies (the two bound copies as well as an electronic form or exception BA-DFS 2010: three bound copies) of the thesis to the "Prüfungssekretariat der Philosophischen Fakultät der Universität des Saarlandes" **on the same day**.

If you have any questions, the staff of the "Prüfungssekretariat" can be reached by e-mail or telephone and will be happy to assist you. Further information and contact details can be found on the [website of the "Prüfungssekretariat"](#).