

Information about the registration process of your Master's thesis

-Sports department University of Konstanz –

1. Find a **topic** and your first referee / **supervisor**.
2. Find or discuss with the person in 1. an appropriate second referee / supervisor.
3. The **registration periods** are as follows:
 - I. Summer semester: 1st of May till 15th of May
 - II. Winter semester: 15th of October till 30th of October
4. Within these periods consult Elena Preter, Central Examination Office (room D 423), to get personal information and the **official form** to fill in all information about your thesis (see figures below). The consultation hours are from Monday till Friday from 09:00 am to 12:00 pm. We advise you to contact her in advance via E-mail: Elena.Preter@uni-konstanz.de or by phone +49 - 7531-88 3457.

To the Examination Board for the Bachelor and Master programmes in Sports Sciences via the Central Examination Office attention of Mr. Bucifal 78457 Konstanz

arrival of the application: _____

last name, first name _____ enrolment number _____

street, post code place of residence _____ phone number _____

e-mail _____

Hereby I apply for admission to the Master's thesis – according to § 18 of the study requirements and examination regulations of the University of Konstanz for the study programme Sport Science from 12 October 2015 (hereafter: MPO).

I have attached the following documents to this application according to § 18 Sec. 1, 3, and 6 MPO:

1.) Certificate of enrolment at the University of Konstanz in the study programme Sport Science; current enrolment certificate is present. Yes No

2.) Module 1, 2, 3 and at least one project seminar in Module 5 have been completed: Yes No

signature academic advisor _____

3.) Suggestion of a topic and supervisors for the written thesis (Master's thesis);

I declare that I have not finally failed a Magister/Master's examination, Diplom examination in my study programme Sport Science or have lost the right to examination in this study programme at any academic institution of higher education in Germany. I furthermore declare that I am in no other examination procedure.

Konstanz, _____ (signature student)

Attachment 3

Hereby I suggest the following topic for the Master's thesis – according to § 18 MPO.

The Master's thesis will be written: (Please tick as appropriate!)

in German in English in _____

The topic mentioned above has been agreed upon with the supervisor.

The topic is defined in such a way that four months will be sufficient to deal with it.

I hereby declare that I am prepared to act as referee for this Master's thesis.

1.) _____ (name) _____ (signature 1st referee / supervisor)

2.) _____ (name) _____ (signature 2nd referee / supervisor)

I know that there is no legal entitlement to the nomination of a certain referee. The referees have agreed to topic and language.

Konstanz, _____ (signature student)

As chairperson of the examination board, I approve of the aforementioned proposals for both, the master's thesis topic and thesis supervisors.

Konstanz, den _____
Der Vorsitzende des Ständigen Prüfungsausschuss für den BA- und MA-Studiengang Sportwissenschaft und für die Zwischenprüfung im Fach Sport

Figure: Official form Master's thesis

5. To finish the registration process, make sure that you submit a **completely** filled out and signed official form within the periods as described in 3.:

I. Particulars

To the
Examination Board
for the Bachelor and Master programmes in Sports Sciences
via the Central Examination Office
attention of Mr. Bucifal
78457 Konstanz

arrival of the application:

last name, first name

enrolment number

street, post code place of residence

phone number

e-mail

II. Add a valid Certificate of enrolment and mark 'YES' with a cross

Hereby I apply for admission to the **Master's thesis** – according to § 18 of the study requirements and examination regulations of the University of Konstanz for the study programme Sport Science from 12 October 2015 (hereafter: MPO).

I have attached the following documents to this application according to § 18 Sec. 1, 3, and 6 MPO:

- 1.) Certificate of enrolment at the University of Konstanz in the study programme Sport Science;
current enrolment certificate is present:

- Yes
 No

III. Confirmation of your study progress

Make an appointment with Julia Everke (D 631) using <https://doodle.com/poll/bd4uizvi673hyz58> or julia.everke@uni-konstanz.de. to check if your progress is adequate.

- 2.) Module 1, 2, 3 and at least one project seminar in Module 5 have been completed:

- Yes
 No

signature academic advisor

IV. Proof of authority

3.) Suggestion of a topic and supervisors for the written thesis (Master's thesis);

I declare that I have not finally failed a Magister/Master's examination, Diplom examination in my study programme Sport Science or have lost the right to examination in this study programme at any academic institution of higher education in Germany. I furthermore declare that I am in no other examination procedure.

Konstanz, _____
_____ (signature student)

V. Topic of your Master's thesis

Write out your entire topic as it should appear later on as a header on the title page of your final work. This entry should be well thought-out as it is a binding formulation. Discuss the final version of your topic with your supervisor and ensure that you can finish the whole work within four months. Retroactively, it is only possible to make changes in the title with a well-constituted written proposition. As the Master 'Sport Science' is taught in English set a cross below 'IN ENGLISH' to understand that you have to write your thesis in English as well.

Attachment 3

Hereby I suggest the following topic for the **Master's thesis** – according to § 18 MPO.

The Master's thesis will be written: (Please tick as appropriate!)

in German

in English

in _____

The topic mentioned above has been agreed upon with the supervisor.

The topic is defined in such a way that four months will be sufficient to deal with it.

VI. Nomination and Agreements of the referees

I hereby declare that I am prepared to act as referee for this Master's thesis.

1.) _____
(name) (signature 1st referee / supervisor)

2.) _____
(name) (signature 2nd referee / supervisor)

I know that there is no legal entitlement to the nomination of a certain referee. The referees have agreed to topic and language.

Konstanz, _____
(signature student)

VII. Signature of the chairperson of the examination board

This position is held by Prof. Dr. Manfred Vieten (status May 2018). Make an appointment with Prof. Vieten (D 629) using manfred.vieten@uni-konstanz.de.

As chairperson of the examination board, I approve of the aforementioned proposals for both, the master's thesis topic and thesis supervisors.

Konstanz, den _____

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Der Vorsitzende des Ständigen
Prüfungsausschuss für den BA- und MA-
Studiengang Sportwissenschaft
und für die Zwischenprüfung im Fach Sport

6. Submit the final version of the official form to Elena Preter, who will give you all necessary information of how to start and finish your Master's thesis.

Please make sure to take sufficient time into account to complete the above described process as it requires a deliberated topic and there might always occur waiting times to meet the relevant persons in charge.