

## Master's Thesis Procedures for the Master's Programme Integrated Urban Development and Design (IUDD)

### How to apply for writing the Master's Thesis

If you intend to write **your Master's Thesis** in either the summer or winter semester, you have to submit the **"Thesis Application Form"** together with your completed **"Performance Control Sheet"** to the **Examination Office of the Faculty of Architecture and Urbanism** digitally by pdf and email to Ms. Katrin Sonnet ([Katrin.Sonnet@uni-weimar.de](mailto:Katrin.Sonnet@uni-weimar.de)), no later than:

**April 10** (for writing during the summer semester) or **October 10** (writing during the winter semester). It will then be proceeded to the Examination Board and you will be registered as a writing candidate if all required courses according to the study regulations have been successfully completed. Otherwise, no approval can take place.

The 3 CP credits for the **Master's Colloquium** are an exception to this rule since the Colloquium will take place during the writing phase of your thesis. In the event that successful course grades have not yet been submitted by a teacher in time, approval is granted in the form of a conditional acceptance. As the **completed "Performance Control Sheet"** serves as proof of the successful completion of required courses, it must be submitted together with the **"Thesis Application Form"**.

### Admission to Master Examination by the Examination Board

If you fulfill the above mentioned preconditions by April 10 / October 10, the **Examination Board will approve** your admission for the Master's Thesis and you will be registered as a thesis candidate. Formal admission (**"Admission to Master Examination"**) following the approval will be issued to you by the examination office. You will need to confirm the receipt of the admission letter by signing it at the office or returning a copy of the signed admission letter by e-mail or fax to the examination office.

### Thesis Writing / Master's Colloquium / Submission of Thesis

You are allowed **12 weeks** to work on the Master's Thesis **starting with the day that you receive the "Admission to Master Examination"**\* (usually May 1 / November 1). Within these 12 weeks, you will be required to attend the **Master's Colloquium** where you will present your thesis subject and the current status of work so that it can be discussed with your examiners (advisors) and fellow colloquium participants. This is an obligatory part of thesis procedure and you must **attend the entire Colloquium** in order to receive the necessary 3 CP credits – which is a prerequisite in order to be able to submit your Master's Thesis. Students are informed about the date of the Colloquium via their student e-mail – it usually is scheduled between 6- 8 weeks after the formal start.

**Three hard copies and a digital copy** of the Master's Thesis must be submitted to the examination office (green:house, Bauhausstraße 9 c, room 201) on time. If the thesis is delivered by post, the date indicated on the postal stamp will be considered the date of submission. One printed version of the thesis has to be submitted to the IUDD secretary Ms. Annett Wagner. The additional prints serve the examiners/supervisors (and an additional one for yourself). In case a supervisor abstains from a printed version and asks to only get a digital one, please inform and forward the IUDD secretary and examination office by putting them cc and adding a written statement (Email) of the supervisor.

### Defence of the Masters' Thesis (Thesis Examination)

Both, the first and the second advisor act as examiners and are asked to mark your Master's thesis within one month after submission. The **Oral Examination** takes place after the submitted thesis has been marked and a date can be found that is suitable to both of the examiners. Directly after submission you should coordinate that date with your supervisors and inform Ms. Annett Wagner, secretary of IUDD about it. If a non-departmental examiner is unable to attend the **Oral Examination** a request for a substitute examiner will be made for this purpose.

Please check the webpage of IUDD – Reflective Urban Practice – Writing Your Master Thesis for more details and to download **forms**. Also carefully read the **Examination Regulations** of IUDD.

23h November, 2022  
gez. Prof. Dr.-Ing. B. Nentwig  
Head of the Examination Board

\* Calculated from the day that the **"Admission to Master Examination"** is issued to the individual candidates either directly from the examination office or by email.