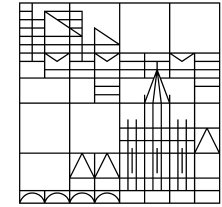


Universität
Konstanz



M.Sc.
Computer and
Information Science

**Information Event
for the Final Part
of Studies**

M.Sc. Computer and Information Science

Katrin Winkler

Master's programme
coordinator

mastercis.inf@uni-konstanz.de



Final part of studies



The final part of studies comprises approximately the last two (three) semesters and consists of the seminar, the project, the master's thesis and the colloquium. Normally, the master's thesis builds on the project, which is itself very often closely related with the topics of the seminar. That means that with choosing the seminar, you actually already set a direction for your master's thesis.

Final part of studies

Department of Computer and Information Science

M.Sc. Computer and Information Science



- Department
- Research
- Study
- Service and support**
- International

Department of Computer and Information Science > Service and support > Examinations > Registering project, thesis and colloquium > M.Sc. Computer and Information Science

- Exam registration
- Withdrawal from exams and sickness
- Retaking exams +
- Orientation examination
- Registering project, thesis and colloquium -
- B.Sc. Informatik / Information Engineering
- M.Sc. Computer and Information Science
- Lehramt Informatik
- Requests to the Examination Board (StPA)
- Plagiarism

Regulations for the final part of studies

For the Master's programme Computer and Information Science

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Deadlines for registration and submission

The following deadlines exist for registering and submitting the project and the master's thesis:

Project		Master's thesis		
Registration	Due	Registration	Start*	Due*
15.10. – 15.11.	15.01.	01.02. – 15.02.	01.03.	01.09.
15.01. – 15.02.	15.04.	01.05. – 15.05.	01.06.	01.12.
01.04. – 01.05.	30.06.	15.07. – 01.08.	15.08.	01.03.
01.07. – 01.08.	30.09.	15.10. – 02.11.	15.11.	01.06.

Useful Links

- Links and downloads
- Departmental administration and study advisory service
- Research groups
- Request to the Examination Board (StPA)
- Central examination office (ZPA)

Contact

ONLY for master's students enrolled in the programme

Katrin Winkler: Master's programme coordinator

Do you have questions about the Master's programme? We will be happy to advise you. Please use our Ilias consultation forums to

<https://www.informatik.uni-konstanz.de/en/service-and-support/examinations/registering-project-thesis-and-colloquium/msc-computer-and-information-science/>

Master's programme: specialisations

Specialisations (M.Sc. CIS PO 2020)

Requirements for a master's specialisation

- Students need to complete at **least three advanced modules** (i.e., purely master's level) as well as the MA seminar + MA project + MA thesis in one specific field to have the specialisation included in the degree certificate.

Requirements

advanced module area (INF)	3 advanced modules (master level) MA seminar + MA project
final part of study (INF)	MA thesis + colloquium

- Your specialisation appears on your graduate certificate if you apply for a certificate addendum.



www.informatik.uni-konstanz.de/study/master-of-science/specializations/

<https://www.informatik.uni-konstanz.de/en/study/lecture-series/>

18. October –
25. October



**Lecture series –
an introduction to all
Dep. research groups**

Lecture series:

More information can be found in our course catalogue in ZEuS under the section „Introductory Events of the Department of Computer and Information Science“.

Exemplary schedule for the final part of studies

For students having started in a winter semester:

Sem.		1. Possibility: Project in lecture-free period (recommended)	2. Possibility: Project during semester
2	Attending a seminar Poss. attending project proposal talks	until 15.06.	
2/3	Mentor meeting	until 15.07.	until 15.10.
	Project registration	15.07. – 01.08.	15.10. – 15.11.
	Project due	30.09.	15.01.
3	Master's thesis registration	01.02. – 15.02.	
	Start of master's thesis	01.03.	
4	Master's thesis due	01.09.	
	Master's colloquium	until 30.09.	

Exemplary schedule for the final part of studies

For students having started in a summer semester:

Sem.		1. Possibility: Project in lecture-free period (recommended)	2. Possibility: Project during semester
2	Attending a seminar		
	Poss. attending project proposal talks	until 15.12.	
	Mentor meeting	01.11. – 15.12.	01.11. – 15.03.
2/3	Project registration	15.01. – 15.02.	01.04. – 01.05.
3	Project due	15.04.	30.06.
	Master's thesis registration	15.07. – 01.08.	
	Start of master's thesis	15.08.	
4	Master's thesis due	01.03.	
	Master's colloquium	until 31.03.	

Fixed registration deadlines for final projects and theses

Project		Master's thesis		
Registration	Due	Registration	Start	Due*
15.10. – 15.11.	15.01.	01.02. – 15.02.	01.03.	01.09.
15.01. – 15.02.	15.04.	01.05. – 15.05.	01.06.	01.12.
01.04. – 01.05.	30.06.	15.07. – 01.08.	15.08.	01.03.
01.07. – 01.08.	30.09.	15.10. – 02.11.	15.11.	01.06.

* approximately; the exact due date is determined by the Central Examination Office (ZPA)

Study formalities

All forms can be found on the website for download:

www.informatik.uni-konstanz.de/en/service-and-support/links-and-downloads/

Forms, study information, blank forms etc.

- All necessary forms (orientation talk form, medical certificate, registration form for the master's thesis etc.), which you will need during your studies, can be downloaded from this website.

Department of Computer and Information Science

Department	Research	Study	Service and support	International
Service and support →				
Departmental study affairs	Examinations	Links and downloads		
Study essentials	IT service and support	Career orientation and practical experience		

M.Sc. Computer and Information Science

General information	↓
Mentoring programme	↓
Project/Master's thesis/Colloquium	↓

Important information for students in all programmes

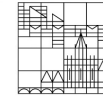
Request to de-/register for exams	↓
Medical certificate	↓
Request to the Examination Board	↓
Recognition of lectures and seminars	↓
ZEuS-Wiki	↓
Avoiding plagiarism	↓

Project registration

- **Mandatory for the study programme:
Scientific practices or equivalent!**

- **Mentor talk included, no extra form**

- **Departmental examination office:
mastercis.inf@uni-konstanz.de**



Registration for the Master's Project

(according to the current examination regulations)

The master's project is worth 9 ECTS credits, which amounts to 270 working hours (approximately 7 weeks full time). For the Master of Education additional subject (Erweiterungsfach Informatik), the project is worth 8 ECTS credits. The master's project needs to be registered during the registration period specified by the department and needs to be submitted by the corresponding deadline. With the registration a timetable/milestone plan must also be submitted.

This form needs to be handed in to the departmental examination office in PZ 807. You can also send it to mastercis.inf@uni-konstanz.de.

Here you can find information about the final part of studies: <https://www.informatik.uni-konstanz.de/beratung-und-service/pruefungsangelegenheiten/projekt-abschlussarbeit-und-kolloquium/msc-computer-and-information-science/>



Read me!

Last name: _____ First name: _____

Student ID number: _____

Hereby I register for the master's project worth:

9 ECTS-Credits 8 ECTS-Credits (M.Ed. additional subject)

Course title: _____

Examiner: _____

Examination number (see ZEuS): _____

Topic: _____

Timetable/milestones enclosed (obligatory)

Hereby I confirm that the project and the final part of studies were discussed in a mentor meeting.

Konstanz, _____



Signature student

Konstanz, _____



Signature examiner

Registration of theses

Contact Central Examinations Office
Karolin Wurster
(Karolin.Wurster@uni-konstanz.de)

Pre-requisites for admission:

MA thesis

- The master's project has successfully been completed
- Completed mentor talk
- ->PO 2015: seminar no longer a prerequisite for registering for the Master's thesis

To the
Central Examination Office
- at the university -

Application received on:

Application for Admission to the Master's Thesis in COMPUTER AND INFORMATION SCIENCE (Examination regulations 2020)

Pre-requisites for admission (as per § 25 para. 1):

- The master's project has been successfully completed.¹
- The orientation and mentor meeting has been put on record by the department's Examination Office.
- The student has been enrolled at the University of Konstanz for at least one semester (in case of transfer from another university).

Name, first name: _____ Student ID number: _____
Post code, city: _____ Street: _____
Email: _____

The project has been completed successfully.

Project examiner's signature

I hereby apply for admission to the master's thesis in accordance with § 25 para. 2 of the University of Konstanz's study and examination regulations for the Master's Programme in Computer and Information Science in the version as of 31 March 2020 as amended.

Suggested topic for the master's thesis (please print)

Title in German (not needed if Master's thesis is written in English)

Title in English

Suggested examiners

First examiner (please print)

First examiner's signature

Second examiner (please print)

Second examiner's signature

I am aware that I am not legally entitled to having my suggestions for examiners taken into consideration. I declare that I have not lost my right to take examinations for the Master's Programme in Computer and Information Science. I declare that I am not taking part in any other examination procedure. I am aware of the provisions of the current version of the examination regulations.

I agree that my thesis will be stored permanently by the examiners for scientific reasons.
 yes no

Place, date

Applicant's signature

¹ Due to the decision of the Examination Board (StPA) of 22 March 2021, the seminar is removed as a prerequisite for the registration of the master's thesis (in anticipation of the amendment to the exam regulation as of 1 October 2021).

Final thesis "at a company"

- Theses are always written at the university and not "at a company".
- The topic and examiner are assigned by the examination board (StPA) in accordance with the examination regulations.
- Theses in cooperation with companies tend to be the exception at the university, but are not fundamentally excluded.
- It is very important to make good arrangements with the examiners and the company. Who has what expectations? Are the expectations compatible?

Registration of colloquia

Colloquium date: 2-4 weeks after submission of the thesis

Requirements:

- MA thesis must be submitted
- All required examination and study achievements must have been passed

Signatures:

- 1 examiners
 2. head of the departmental examination board
 3. study advisor (course list)
- (3-4 weeks before the planned colloquium date)

Please register the colloquium with the Central Examination Office (ZPA) at **least 2 weeks** before the scheduled colloquium date.

Extension options, title changes, thesis submission,



Please see website on final part of studies:

<https://www.informatik.uni-konstanz.de/en/service-and-support/examinations/registering-project-thesis-and-colloquium/msc-computer-and-information-science/>

Can the deadline for handing in the project be extended? ↓

Where do I hand in my master's project? ↓

Registering the master's thesis

Who is authorised to examine? ↓

Requirements for admission to the master's thesis ↓

Which forms and signatures do I need? ↓

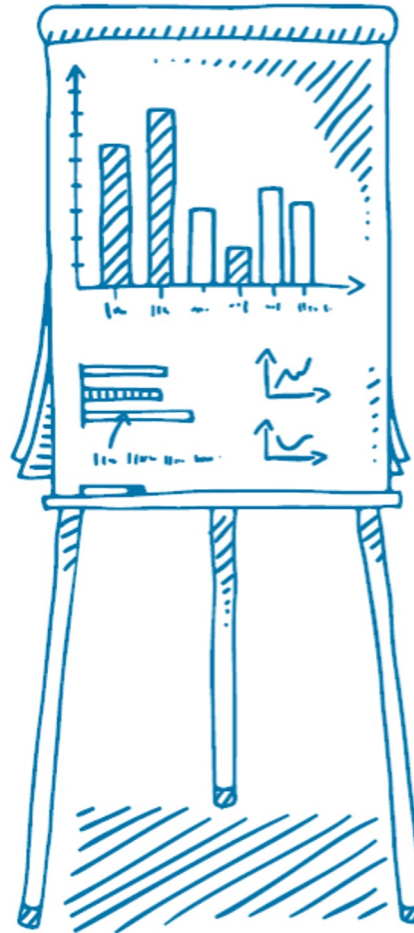
Where do I register my master's thesis? ↓

Where do I submit my final thesis? ↓

Can the title of the thesis be changed after registration? ↓

Can the deadline for the thesis be extended? ↓

Study periods and exmatriculation formalities



Maximum duration of studies

Maximum duration of study = standard period of study + 3 semesters

Master CIS (PO 2015, 1-year option):

Maximum duration of studies = 2 semesters + 3 semesters = 5 semesters

Master CIS (PO 2015, 2-year option / PO 2020):

Maximum duration of studies = 4 semesters + 3 semesters = 7 semesters

Exceeding the maximum duration of studies

- Formal notice from the SSZ (Student Service Centre)
- Extension possible for "reasons beyond the student's control".
- Contact the study advisor (Katrin Winkler) and discuss the timetable for successful completion of studies
- Have the mentor/supervisor of the project or thesis sign the timetable.
- Apply to the Examination Board (StPA) for an extension of the maximum duration of studies.

After graduation

Exmatriculation

You can exmatriculate after taking your last examination (colloquium).

You will be exmatriculated by law at the end of the semester in which you passed your last examination.

Example:

A) Entry of the grades of the thesis and colloquium on 22.09.2023 -> Exmatriculation as of 30.09.2023.

B) Entry of grades for thesis and colloquium on 01.10.2023
-> Exmatriculation on 31.03.2024

Further information: <https://www.uni-konstanz.de/en/study/while-you-study/formalities/exmatriculation/>

Departmental alumnae/i activities

➤ **Departmental Newsletter
(twice per year)**

➤ **Further offers for alumni:**

Registration as alumni of the
University of Konstanz

Membership in VEUK
e.V (University Alumni
Association)

Please submit to:
University of Konstanz
Department of Computer and Information Science
Examination Office
PZ 807 – Box 188
78467 Konstanz



Contact address after your studies

The department would like to stay in contact with its alumni. Therefore, we kindly ask you to indicate an e-mail address which will still be valid after your studies.

Please sign the following statement:

I have received and read the [data protection information](#). I am aware that the University of Konstanz may use my contact details to maintain contact with me as long as I do not object.

Name, first name: _____

Student ID: _____

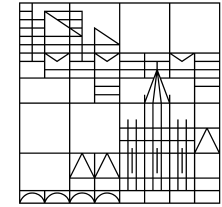
The following e-mail address will be valid after my studies:

Date _____ Signature  _____





Universität
Konstanz



**We wish you
all the best
for your master's studies**