

# Checklist for a successful completion of MAFIP or MAPIR

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This checklist is intended to simplify the process from the registration for the final module to the issuing of the Master's certificate. The final module is module 20 according to the study programme regulations MAPIR version 2020/21, as well as MAFIP version 2018/19 OR module 16 according to the study programme regulations MAFIP version 2013/14.

Please also **consult the FAQs** on the programme website, where further information is provided. If you still have questions, please contact Dr. Gabi Schlag.

## **At the moment, the Examination Office in charge is:**

Zentrales Prüfungsamt - Wirtschafts- und Sozialwissenschaftliche Fächer und Theologien  
Wilhelmstraße 19  
72074 Tübingen  
E-mail: [pa-politik@wiso.uni-tuebingen.de](mailto:pa-politik@wiso.uni-tuebingen.de)

The checklist is based on a procedure in which the Master's thesis is written first and then the oral examination is taken. If you wish to take the oral examination first, please contact your supervisor and ask for further advice. Basically, you must follow the same steps from 1 to 6 (skip no.2), then just bring forward steps 12+13 (concerning the oral exam) and thereafter continue from step 7 after you discussed the appropriate point of time for admission to the thesis with your supervisor.

## **Where to search for further information?**

Further information about the Master's thesis can be found here:

<https://uni-tuebingen.de/de/159169#c874021>

The FAQs can be found here:

<https://uni-tuebingen.de/de/159169#c874024>

Important documents for all study programmes can be found here:

<https://uni-tuebingen.de/de/159169#c1032795>

## Checklist to complete MAFIP / MAPIR

Task	Done?
1 Find a supervisor for your thesis – the same person will also be the examiner for the oral exam.	<input type="checkbox"/>
2 Attend the research colloquium of your supervisor.	<input type="checkbox"/>
3 Discuss the appropriate point of time for admission to the thesis.	<input type="checkbox"/>
4 Register all certificates of your study achievements – courses, module exams etc. – at the Examination Office.	<input type="checkbox"/>
5 Write an e-mail to the person in charge at the Examinations Office asking for the general registration form for the MAFIP/MAPIR final examinations (Master's thesis and oral exam).	<input type="checkbox"/>
6 Complete and sign the registration form and send it to the Examination Office by post or drop it in the Office's letterbox yourself (scans are not accepted as your original signature is required).	<input type="checkbox"/>
7 Your supervisor will inform you when he/she got the two forms to register your Master's thesis (white form) and your oral examination (green form) from the Examination Office.	<input type="checkbox"/>
8 Your supervisor has to hand in the white form to register your Master's thesis with a preliminary title and a submission date. Please check the procedure with her/him.	<input type="checkbox"/>
9 Write your thesis – you can find information about the regulations on our website.	<input type="checkbox"/>
10 I need more time! <b>You can only extend the deadline for valid reasons</b> , e.g. illness. To do so, write an informal request to the Examination Office in which you request the extension, state your reason and enclose the respective certificates. The deadline will be extended by the duration of your hindrance. If you were not ill but prevented from writing for other reasons, please talk to the person in charge in the Examinations Office in good time to discuss your possibilities.	<input type="checkbox"/>
11 Yeah, finished! Congratulations!	<input type="checkbox"/>
12 Print <u>two copies</u> of your thesis (adhesive binding) and <p style="margin-left: 40px;">send it to the Examination Office by post* <b>OR</b>  drop it in the letterbox of the Office yourself <b>OR</b>  bring it to the person in charge yourself to get the confirmation of receipt directly.</p> <p>The Examination Office forwards the copies to your supervisors or – in case you brought it personally – offers you to forward them yourself.  <b>Moreover</b>, you must <u>send the thesis (incl. the signed <i>Eigenständigkeitserklärung</i>) as PDF</u> to the person in charge at the Examination Office.</p> <p>* Important: the date of receipt of the work at the Examination Office is taken as the date of submission and <b>not</b> the postal stamp.</p>	<input type="checkbox"/>
13 Have a little break and relax – your supervisors will inform you when they have graded your Master's thesis and submitted the reviews.	<input type="checkbox"/>
14 Contact your supervisor to schedule your oral exam – he/she will also tell you the further procedure to prepare for the oral exam. Your supervisor registers your oral exam at the Examination Office using the green form, you don't need to do anything else.	<input type="checkbox"/>
15 Have your oral exam – and a little celebration afterwards. You made it!	<input type="checkbox"/>
16 Congratulations! Please check with the Examination Office that all your courses and credits counting for your Master's degree are complete and recorded on ALMA (or in a Transcript of Records sent to the Examination Office). Either your supervisor or the Examination Office will give you a form for requesting your Master's certificates.	<input type="checkbox"/>

**The *Eigenständigkeitserklärung* - Information on affidavit for research papers and Master thesis**

When students submit the Master thesis, an affidavit (a statement on plagiarism) must be included.

As the official language of the University of Tübingen is German, students must sign the official German version, the so-called “Eigenständigkeitserklärung”:

**Erklärung**

Ich erkläre hiermit, dass ich diese Arbeit selbstständig und nur mit den angegebenen Hilfsmitteln angefertigt habe und dass ich alle Stellen, die dem Wortlaut oder dem Sinn nach anderen Werken oder dem Internet entnommen sind, durch Angabe der Quellen als Entlehnung kenntlich gemacht habe. Mir ist bewusst, dass Plagiate als Täuschungsversuch gewertet werden und im Wiederholungsfall zum Verlust der Prüfungsberechtigung führen können.

\_\_\_\_\_  
Ort, Datum

\_\_\_\_\_  
Unterschrift

An informal translation to English would be:

**Declaration**

I hereby declare that I have prepared this work independently and only with the aids indicated. I have identified all passages that are taken or reproduced, in terms of wording or meaning, from other works or the Internet by indicating the respective sources. I am aware that plagiarism is considered an attempt to deceive and, if repeated, may lead to the loss of the right to take the examination.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature

**The German version must be included either at the beginning or end of the thesis.**