

Below is an ****annotated**** version of the “Thesis Submission Checklist” for the MSc Language Science and Technology at Saarland University. These annotations are intended to offer additional details to help LCT students follow the submission procedure. The annotations appear in **BLUE** and are not part of the official document. Please note that *****this is not the official version.***** The official version is published here and has priority over any annotated version, so please be sure to consult the official version as well:

<http://www.coli.uni-saarland.de/msc/page.php?id=checklist>

Check list for local submission of MSc Thesis

Annotation:

If you attended Saarland University as part of your LCT program, in either the first or second year, you must submit the MSc thesis to the Examinations Office of the department of Computational Linguistics (Coli) and must follow all regulations below. For students who attended Saarland University in the first LCT year, you will be completing all requirements and meeting all deadlines remotely. Be sure to observe also the requirements that the partner university has on thesis submission.

Master Seminar

The master seminar is a self-study seminar conducted in coordination with your local thesis advisor. It ends with the submission of an approximately 10-page proposal for the thesis. **The proposal must be submitted to the Examination Office.** 12 ungraded points are awarded for this seminar. As with any other seminar you must **register for the Master Seminar.**

Annotation:

The registration for the Master Seminar is done via your student account (Isf) at Saarland University. It is registered in the same way that you register for a course, and is not linked to the registration of the thesis itself with the Coli Examinations Office. Do not delay the registration of your thesis until the Master Seminar is completed, but instead observe the regular timetable, see “Registration of the thesis”, below. The Master Seminar will be completed in consultation with your local Coli advisor.

For LCT students studying in their second program year at the partner university, you may conduct the master seminar long-distance with your advisor, but you must ensure that this is organized and that you submit the proposal to your advisor.

Registration of the thesis

The thesis has to be registered with the Examinations Office, building C7.2, room 1.10. This is to be done at least 3 months in advance of the actual submission, but keep all deadlines in

mind, see below. **You must complete this step in person**, that is, go to the examinations office, and fill in the form given to you to register the thesis.

If you are an LCT student currently studying at the partner university, an exception can be made and you may contact the examinations office by email. You will be sent the required form and asked to return it signed by fax or scan. The registration will be confirmed by the examinations office, please keep the confirmation mail in your records. The contact email is exam-office@coli.uni-saarland.de.

Annotation:

As an LCT student, the end of your LCT program is September 30 of your second program year. The reason for this is that the end of the summer semester at Saarland University is September 30 of the respective year. After this date, you will no longer be a registered student. Hence, the default submission date for LCT students at UdS is September 30 at the latest. The thesis must be registered at least 3 months in advance of the actual submission. Therefore, you should register the thesis by June 30, three months in advance of the submission date. In principle, you will not be allowed to submit before the end of the three-month period. If you foresee that you will be ready to submit the thesis **BEFORE** the end of September, you must push the registration date earlier accordingly.

Advisors

The registration form will ask you to list your thesis advisors; it is your responsibility to ensure that the advisors named have accepted this function. You are strongly advised to thoroughly discuss the content and scope of your thesis with your advisors before you begin working.

In general, you will have two advisors; in some exceptional cases, three advisors may be listed. At least one of your advisors must be a professor or head of a junior research group at the department of Computational Linguistics at Saarland University; the other advisor(s) may be non-professorial academic faculty, internal or external.

Annotation:

At least one of your advisors must be a professor or head of junior research group in Computational Linguistics, find the list here: <http://www.coli.uni-saarland.de/page.php?id=people#faculty>

Additional advisors may come from your other LCT partner institution. As an LCT student, it is in general recommended that you have at least two advisors: one a professor or head of a junior research group at the department of Computational Linguistics at Saarland University, and the other from the partner university of the other year. Ensure that you observe also the requirements of the partner university in selecting your advisors.

Submission of the Thesis

After the registration of the thesis, you have at most 6 months to submit the thesis. **Be very careful to not make a formal mistake here and miss the deadline.** An extension to the deadline may be granted in exceptional cases, but must be applied for **before the original**

deadline expires. An extension, if granted, is for at most 3 additional months and only with the approval of the thesis supervisor. You must also here keep in mind the formal requirement that you are also registered as a student.

Annotation:

The comment in the check list referring to a 6-month period to submit the thesis is intended for local LST students, who are not bound by the end date of the LCT program. It will apply to LCT students only in exceptional circumstances, such as if you apply to the LCT administrative for an official extension of your program. In such a case, you would ***additionally*** have to meet any local LST deadline and also obtain an extension from the Coli examination office, if relevant. In any case of extension you will then be following administrative steps on two levels, LCT and local (LST).

LCT students are strongly encouraged to complete the program within the regular duration (i.e., 30. September of the respective year) as any extension may incur extra costs for the student, such as for extension of the mandatory health insurance and re-registration fees.

You must include a signed text at the front of the thesis stating that the work contained is your own. Here are sample texts in German and English:

Eidesstattliche Erklärung

Hiermit erkläre ich, dass ich die vorliegende Arbeit selbstständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel verwendet habe.

Declaration

I hereby confirm that the thesis presented here is my own work, with all assistance acknowledged.

Saarbrücken, <date> <signature>

The thesis must be bound; a simple spiral binding is adequate, can be done at most larger copy shops.

Submit one copy for each advisor and two copies for the archives, so in effect you will probably be submitting 4 or 5 hard copies, depending on how many advisors you have.

Annotation:

The cover page of the thesis should mention that you are submitting the thesis as part of the degree requirements of the MSc in Language Science and Technology at Saarland University.

The submission is generally done in person; take the thesis to the examinations office **before expiration of your deadline.**

For LCT students studying in their second program year at the partner university, an exception can be made and the thesis can be submitted by post, but this **must be approved by the examinations office in advance.**

When submitting postally (only when approved, see above), for your own security, **it is strongly advised to submit using a courier service such as UPS or TNT, or send using registered mail.** Retain a dated receipt. The examinations office will recognize the postal stamp as meeting the deadline. It is your responsibility to follow up and ensure that your thesis has been delivered.

LCT students also submit an MSc thesis to the partner university, for which you must meet all local requirements and observe all local restrictions. Specific information will be available via the local coordinator at the partner institution.

Colloquium

The thesis must be presented in a colloquium, for which 3 graded ECTS points are awarded. You don't have to register for the colloquium with the registration database.

For LCT students studying in their second program year at the partner university, there are several options for completing this requirement. Your local advisor may travel to attend your presentation, grade this and award the points. You may also do the presentation for your local advisor via video conferencing. The UdS advisor also has the option to coordinate with the advisor of the partner university and award the grade and points in collaboration with the advisor from the partner university.

Annotation:

You should hold the colloquium while you are still a registered student at Saarland University. This will in general mean that the colloquium will also be held by September 30 of the submission year, except in cases of extension of the program. Arrange the details with your advisor/s.

Study and Examination Regulations

In questionable cases, the original regulations are stipulated in the official study and examination regulations and represent the default.

October 2017: ANNEX I to the “Annotated Check List for Thesis Submission”



UNIVERSITÄT
DES
SAARLANDES

Comment [BP1]: ***SAMPLE*** cover sheet for LCT students submitting the MSc thesis at the department of Language Science Technology

Annotations and comments appear in purple and are not part of the cover sheet

Saarland University

Comment [BP2]: Name of the university is to appear in either German or English or both, the university logo is optional

Department of Language Science Technology

Masters Thesis

TITLE

NAME OF THE AUTHOR

Comment [BP3]: Matriculation number at Saarland University may optionally be added after your name

Submitted in partial fulfilment of the requirements for the degree Master of Science (MSc) in Language Science and Technology, as part of the European Masters Program in Language and Communication Technologies (LCT) at Saarland University and XXX University.

Comment [BP4]: . Fill in the name of your second LCT partner university

Supervisors Names/Academic title/Affiliation

Comment [BP5]: . The supervisor names must be the same as those registered with the Examinations Office in the thesis registration form. The main supervisor at Saarland University must be a professor.

Date of the submission:

Comment [BP6]: Date of the submission may be optionally added here.

Comment [BP7]: You may choose alternative formatting as long as all mandatory information appears on the cover sheet