

**Master in European Studies
(Faculty BBT Twente & IfPol Münster)**

**Registration and Application for Final Examinations
at IfPol Münster**

Dear Candidate,

In order to insure for all parties involved a coherent and transparent procedure concerning examinations in the joint Master program and in order to avoid administrative obstacles and delays, please consider the following recommendations carefully:

1. If you want to obtain a double degree we should even know that you are in the final stage of your study: use the attached form for registration and forward it to the mentioned address before you start detailed work on your thesis and especially before you have to defend your thesis;
2. Due to the fact that you are following a double diploma program lecturers from both institutions have to be engaged in the supervision of your thesis; if you – on scientific reasons – coordinate the work on your thesis with two supervisors from only one institution you have to name for formal reasons a third supervisor from the respectively other institution; the third supervisor has to participate in the final oral exam;
3. Submit in time a **digital version** of your Master thesis in PDF-format (without a copy of your thesis we are not entitled to hand out the diploma and award the Master degree);
4. Submit additionally a complete and graded version of your transcript of records [please use only the official transcript containing your full name and place and date of birth] or copies of your seminar certificates;
 - a. If you have previous to the Master track followed the pre-Master program, please add related documents or certificates;
 - b. If you have been admitted immediately for the one-year-track, please add copies of your BA diploma and transcript;

[According to the official WWU examination regulations the duration of the Master course is three semesters; there are some opportunities for a rebate of one semester; if you want to take advantage of this you have to follow either point 4a or 4b!!!]
5. Make sure that we will get all information on the results of your final examination [either via transcript or via copies of the examinations on your thesis];
6. Let us know your current contact data (phone, email) and, off course, your valid postal address.

If we dispose of the above listed information, to issue your diploma will take only a few days!!!

Registration form for the final examination MA European Studies

Name: _____ First name: _____

Date and place of birth: _____

Sex: female male Nationality: _____

Enrolled at WWU Münster from _____ to _____
(Please add a version of your last immatriculation note [Semesterbescheinigung])

WWU Student ID: _____

Draft title of your Master thesis:

Supervisor 1: _____

Phone number: _____

Email: _____

Supervisor 2: _____

Phone number: _____

Email: _____

(if **necessary**, see point 2 of the proceeding recommendations)

Supervisor 3: _____

Phone number: _____

Email: _____

Date and place: _____ Signature: _____

Please submit this form and all further documents to:

WWU Münster
Department of Political Science
Dr. Jörg Waldmann
Scharnhorststrasse 100
D-48151 Münster

0049 (0) 251 83 2 5351
waldman@uni-muenster.de