

Information leaflet: Master's thesis

§§ 20, 21 examination regulations/18th July 2018

What to do	who	how	earliest date	latest date	to consider	tips
Topic search	Student	Internet research, own/company's interest, news, government websites, newsletters, press releases.	From the beginning.	Six months before the end of the standard period of study ¹ .	Demarcation of already written and reserved topics (two lists on www.dgra.de). Current changes in legislation or guidelines etc.	View finished Master's thesis topics to get an idea of how to.
Suggestion of a topic /topic check	Student, MDRA examination office	Via e-mail to: mdra-fahnenstich@uni-bonn.de . Send an outline or key points and a working title ² .	Close to the sixth module attended.	Six months before end of standard period of study.	Think about who should be the supervisor.	
Contact supervisor	Student	Via e-mail, phone or in person during a module.	After suggestion of the topic or during a module.	Shortly before/during the reservation phase.	Supervisor and second assessor = MDRA-lecturer or professor/university lecturer (University of Bonn). Cave! No state of dependence (e.g. boss, relative).	Clarify the mutual expectations of a supervisory relationship. Meetings, draft-schedule etc.
Confirmation of reservation	MDRA examination office	Via e-mail: mdra-fahnenstich@uni-bonn.de , announcement of the application date.	After demarcation and acceptance of the supervisor.		Reservation for two months.	Define the topic, look for appropriate information, literature etc.

¹ Standard period of study (acc. to § 4 (1) of exam. reg.) = 2 years full-time, 3 years part-time.

² The working title (but not the agreed content/topic) can be changed until submission.

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Application of the topic /confirmation	Student, MDRA examination board	Via e-mail to: mdra-fahnenstich@uni-bonn.de . Confirmation and announcement of the submission date.	After confirmation of the reservation.	Last day of the reservation period.	Name the working title, supervisor and second assessor. Following processing time: Six months.	Stay in contact with the supervisor! Keep to the agreed schedule.
Restitution of the topic	Student	Via e-mail to: mdra-fahnenstich@uni-bonn.de .		Two months after application.	Once-only acc. to § 20 (6) of exam. reg.	
Application for after-deadline-extension	Student, MDRA examination board	Signed, justified and scanned application via e-mail to: mdra-fahnenstich@uni-bonn.de . Confirmation and announcement of the new submission date.		Date of submission.	Acc. to § 20 (9) sentence 5 of exam. reg. Extension period of up to four weeks.	Build in a time buffer for processing right from the start.
Submission (hardback and digital versions)	Student, MDRA examination board	3x hardback version, 1x fullversion (PDF) and 1x Summary (Word) via e-mail to: mdra-fahnenstich@uni-bonn.de .	After application.	Date of submission. Legible postmark!	DGRA e.V./MDRA-Prüfungsausschuss „Drug Regulatory Affairs“ Dr. Jasmin Fahnenstich Adenauerallee 15 53111 Bonn	Proofread by an English native speaker.

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Dispatch to supervisors	MDRA examination office	Via post. Confirmation of receipt via e-mail.	Day of submission.	Shortly after day of submission.	Notification of the overall grade within eight weeks via e-mail.	
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Important notes:

Please refer to the 'Guideline for the preparation of a Master's thesis' and our 'Citation leaflets' on our website www.dgra.de 'Downloads from A - Z'.

Please also note that according to the examination regulations, the text section (excluding table of contents, bibliography, graphics, tables, etc.) should be at least 30 and at most 60 A4 pages long. If you exceed or fall short of this requirement, your grade may be downgraded. Discuss the text volume with your supervisor if necessary.

If you have any questions, please let us know.

Status: 30.08.2024