



## Computational Linguistics

### Check List for local submission of MSc Thesis

#### 1. Master Seminar

1.1 This 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. 12 ungraded points are awarded for this seminar. Students beginning at Saarland University after 2008 are expected to register for this in the usual way via the course registration data base.

1.2 For LCT students in year 2 at the partner university, you may conduct this seminar long-distance with your advisor, but you must ensure that this is organized and that you submit the proposal to your advisor.

#### 2. Registration of the thesis

2.1. 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.

2.2. If you are currently studying in Saarbrücken, 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.

2.3. If you are an LCT student currently studying at partner 2, 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.

#### 3. Advisors

3.1. 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.

3.2. At least one of your advisors must be a professor in Computational Linguistics at Saarland University. The list of Coli professors is available here: <http://www.coli.uni-saarland.de/page.php?id=people#faculty>

3.3 In general, you will have two advisors; in some exceptional cases, three advisors may be listed. Point 3.2 must be observed, the other advisor/s may be non-professorial academic faculty, internal or external.

#### 4. Submission of the Thesis

4.1. You **MUST** be registered as a student at Saarland University until the thesis is **SUBMITTED**. For LCT students in year 2 studying at partner 2, you should be registered here and apply for the status “Beurlaubt” (leave of absence.) It is your responsibility to ensure that you remain registered as a student with this status for both winter and summer semester.

4.2. 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.

4.3. An extension to the deadline may be granted in exceptional cases, but must be applied for **BEFORE** the original deadline expires. You must also here keep in mind the formal requirement that you are also registered as a student.

4.4. 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, XX Month XXXX Signature:

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

4.6. 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.

4.7. The submission is generally done in person (take the thesis to the examinations office **BEFORE** expiration of your deadline.)

#### 4.8. Postal Submission in Exceptional Cases

4.8.1 For LCT students studying at partner 2, an exception can be made and the thesis can be submitted by post, but this **MUST** be approved by the examinations office in advance.

4.8.2 When submitting postally, (only when approved, see point 4.8.1) 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.

4.8.3 The examinations office will recognize the postal stamp as meeting the deadline.

4.8.4 It is your responsibility to follow up and ensure that your thesis has been delivered.

4.9 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.

#### 5. Presentation of the thesis

5.1 The thesis must be presented in a colloquium, for which 3 graded ECTS points are awarded. For students beginning after 2008, you should register for this in the usual way via the course registration data base. For LCT students in year 2 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 partner 2 advisor and award the grade and points in collaboration with the advisor from the partner.

#### 6. Study and Examination Regulations

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