

Final Phase Computational Linguistics Master

Study Advisors Computational Linguistics

- based on slides of Éva Mújdricza-Maydt with additions by F. Riemenschneider, S. Schamoni, J. Schuster, M. Staniek, J. Steen, and J. Opitz, –

Study Advisors

Department of Computational Linguistics
Heidelberg University

Organisation

Terminology

Admission and Registration

Thesis and Oral Exam

Sequence Overview

Thesis

Exmatriculation

Transcript



Organisation

Joint Examination Office (GPA)

- ▶ The **Examination Office** of the **major subject** is responsible for administering the final phase.
- ▶ For all Master Computational Linguistics students sitting here this is the **GPA** (Joint Examination Office) of the Faculty of Modern Languages and the Faculty of Philosophy.
- ▶ More details on [▶ Slide 33](#)

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Preparations

- ▶ Existing right to examination
- ▶ Continuous **enrolment** – don't forget re-registration!
 - ▶ After the last examination, you may, if necessary, exmatriculate with immediate effect. ▶ Slide 64
- ▶ A minimum share of **courses** completed ▶ Slide 20
- ▶ **Collect required documents**: listed on the registration form and in the examination regulations ▶ Slide 29 and ▶ Slide 33
- ▶ Speak with your **supervisor**, agree on a topic and check feasibility of the workload
 - ▶ Timeframe: 6 months
 - ▶ The supervisor is usually also the oral examiner.

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Authorized Examiners

- ▶ List of possible **supervisors** (= first examiners): [for WS2025/26]

Group A Full-time at the ICL
or employed in an ICL project

- ▶ *Prof. Dr. Anette Frank*
- ▶ *Prof. Dr. Katja Markert*
- ▶ *Prof. Dr. Stefan Riezler*

Group B Part-time or co-opted at the
ICL

- ▶ *Apl. Prof. Dr. Kurt Eberle*
- ▶ *Prof. Dr. Michael Herweg*
- ▶ *Prof. Dr. Artem Sokolov*
- ▶ *Prof. Dr. Michael Strube*
- ▶ *Prof. Dr. Andreas Witt*

- ▶ + **Second Examiner:** A **different person** from the list above.
- ▶ At least one of the supervisors must be chosen from **Group A**.

Authorized Examiners – Other Examiners?

- ▶ Only in justified cases can a person outside the list be approved as an official supervisor.
 - ▶ Justify your request to the GPA – the Examination Committee decides.
 - ▶ The desired supervisor/examiner must be a university professor.

Authorized Examiners – External Theses

- ▶ **External** thesis = the thesis is supervised at a company or in cooperation with another university or non-university institute.
- ▶ In general, all examiners should be members of the ICL (or at least of the faculty).
- ⇒ Even for an external thesis you must select both first and second examiner from the previous list!
 - ▶ The **external** supervisor is then a **third person**, acting only as an additional contact.
i.e., they do not write a review or give a grade; their name does not need to be stated on the registration form.

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Steps of Registration

1. **Go to the ICL Secretariat with all documents:**
Sandra Suchowitz (Rm. 109a) checks the documents and verifies **freedom from missing certificates**: ▶ Slide 29
2. The certificate signed by her and the **registration form** are (through the Secretariat) forwarded to the supervisor for signature.
3. **Mail to the Examination Office: Register** with the checked and signed documents ▶ Slide 30

Completion

- ▶ Submit the thesis to the GPA ▶ Slide 43
+ report the date of the oral exam to the GPA
- ▶ Take the oral exam ▶ Slide 44
- ▶ Exmatriculation or re-enrolment ▶ Slide 64
- ▶ Certificate is issued ▶ Slide 71

Terminology

Terminology – MA Examination

- ▶ **Master Examination** = MA Thesis (Module MA-Thesis) + Oral Exam (Module Oral Exam)
 - ▶ required for 100%, 80%
- ▶ Course-related examination performance: all required coursework
- ▶ A course is considered **completed** once the requirements for issuing the certificate are fulfilled:
 - ▶ e.g. exam or submission of a term paper
 - ▶ the decisive factor is not the date of entry in HeiCO

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Terminology – Minimum and Maximum Limits

- ▶ Guideline for the completion time of the MA Thesis:
 - ▶ **Earliest 4 weeks** after the registration date
- ▶ **Minimum** requirements:
 - ▶ Registration for the “Master Examination” after a **minimum workload**: 100%: 68 CP, 80%: 48 CP. **All courses must be completed by thesis submission.**
 - ▶ **Oral Exam** only **after** submission of the MA Thesis.

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Terminology – Minimum and Maximum Limits

- ▶ **Maximum** requirements:

- ▶ After completing all coursework, you must register for the MA examination within **8 weeks**.
- ▶ Submission of the MA Thesis after registration
 - ▶ within **6 months**
(possibly + up to 2 months extension)
- ▶ After submission of the MA Thesis **and** completion of all coursework, the oral exam must be taken within **6 weeks**.

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Terminology – Final Colloquium I

- ▶ Compulsory module for 100%, 80% CL
- ▶ Often the „last certificate“
- ▶ The performance is ungraded.
- ▶ Content: Presentation of your MA Thesis topic, followed by feedback from the instructor and fellow students attending the colloquium.

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Terminology – Final Colloquium II

- ▶ Ideally, the MA Thesis should already be developed far enough to be presented in the colloquium.
 - ▶ Either first results are available, or you report on your project, outline possible approaches, and discuss them.
 - ▶ It is therefore advisable to register the MA Thesis only when you can realistically estimate that you will be able to discuss it publicly in the current semester.

Admission and Registration

Documents for Admission

- ▶ High school diploma (uncertified copy)
- ▶ BA certificate (uncertified copy)
- ▶ Tabular CV
- ▶ **Certificate of enrolment**
- ▶ **CP: 100%: min. 68 CP, 80%: min. 48 CP**

Registration for Examination I

- ▶ There is no official „last certificate“ → **Final Colloquium** (100%, 80%)
- ▶ After the last coursework, you have **8 weeks** to register.
- ▶ **Registration:** You register at the **GPA** for the MA Thesis. The date of the oral exam is usually not fixed at that time.
 - ▶ Registration in **HeiCO** is **not** required.
 - ▶ Once the date of the oral exam has been agreed upon between the examiner (usually the first supervisor at ICL) and the candidate, it is reported to the GPA.
 - ▶ After coordination with the examiner, the candidate must inform the GPA of the oral exam date (with an additional form).
- ▶ Missing the deadline: Grade 5.0 (failed)
→ Examination can be repeated once.

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Registration for Examination II

► Joint Examination Office (GPA)¹

- Voßstraße 2, Building 37, 1st floor
- <http://www.uni-heidelberg.de/fakultaeten/neuphil/gpa/index.html>
- *Christoph Klein*, Mon, Wed, Fri: 10–12, Tel. 06221-543484
- *Miriam Pough*, Wed, Thu: 10–12, Tel. 06221-543481
- *Katharina Böhm*, Mon, Tue: 13–15, Tel. 06221-543577
- Responsibility by surname:
 - gpa-a-l@uni-heidelberg.de
 - gpa-m-z@uni-heidelberg.de
- Registration form:
<https://www.neuphil.uni-heidelberg.de/de/studium/gemeinsames-pruefungsamt-der-philosophischen-und-der-ne-masterpruefungen>

► Registration possible throughout the year!

¹See also note in [Footnote ??](#)

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Registration Form I (example for BA + MA)

STU

GEMEINSAMES PRÜFUNGSAMT
PHILOSOPHISCHE FAKULTÄT
NEUPHILOLOGISCHE FAKULTÄT



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

Antrag auf Zulassung zur Master-Abschlussprüfung

Matrikelnummer	<input type="text"/>
Anrede	<input type="text"/>
Vorname(n)	<input type="text"/>
Nachname	<input type="text"/>
Geburtsort	<input type="text"/>
Geburtsdatum	<input type="text"/>
Geburtsland	<input type="text"/>
Straße	<input type="text"/>
PLZ	<input type="text"/>
Ort	<input type="text"/>
E-Mail	<input type="text"/>
Hauptfach	<input type="text"/>
Begleitfach	<input type="text"/>

Folgende Unterlagen füge ich bei:

- Tabellarischer Lebenslauf
- Abiturzeugnis *
- B.A.-Abschlusszeugnis oder Zeugnis eines mindestens gleichwertigen akad. Abschlusses *
- aktuelle Immatrikulationsbescheinigung *

(*als unbeglaubigte Kopie)

Buchstaben A-L
Tel. +49 (0)6221- 543464
Mail gpa-a-l@uni-heidelberg.de

Buchstaben M-Z
Tel. +49 (0)6221- 543481 oder 543577
Mail gpa-m-z@uni-heidelberg.de

69115 Heidelberg ■ Voßstr. 2 ■ Gebäude 37

BETR

GEMEINSAMES PRÜFUNGSAMT
PHILOSOPHISCHE FAKULTÄT
NEUPHILOLOGISCHE FAKULTÄT



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

Ich bin bereit, die Betreuung der im Folgenden bezeichneten wissenschaftlichen Master-Abschlussarbeit zu übernehmen:

Anrede	<input type="text"/>
Vorname(n)	<input type="text"/>
Nachname	<input type="text"/>

Thema der Abschlussarbeit (verbindlich):

Name der Betreuerin / des Betreuers

Anrede	<input type="text"/>	Titel	<input type="text"/>
Vorname	<input type="text"/>		
Nachname	<input type="text"/>		
Datum *	<input type="text"/>		

Name der Zweitgutachterin / des Zweitgutachters (wenn eine Zweitgutachterschrift benötigt)

Anrede	<input type="text"/>	Titel	<input type="text"/>
Vorname	<input type="text"/>		
Nachname	<input type="text"/>		

< This is the important date. Without this registration is not possible

* Das Datum ist zwingend vom Betreuer einzutragen!
Eine Datierung auf ein in der Zukunft liegendes Datum ist NICHT zulässig!

69115 Heidelberg ■ Voßstr. 2 ■ Gebäude 37 ■ Tel. +49 (0)6221 543481 ■ Fax +49 (0)6221 543625
gpa@uni-hd.de

Registration Form II

HF

GEMEINSAMES PRÜFUNGSAMT
PHILOSOPHISCHE FAKULTÄT
NEUPHILOLOGISCHE FAKULTÄT



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

Bescheinigung zur Vorlage beim Gemeinsamen Prüfungsamt der Philosophischen und der Neuphilologischen Fakultät

Anrede

Vorname(n)

Nachname

beabsichtigt, sich zur Master-Abschlussprüfung anzumelden

1. Aufgrund der mir vorgelegten Unterlagen wird hiermit bestätigt, dass die Zulassungsvoraussetzungen für die Anmeldung zur Prüfung aus Sicht der Prüfungsordnung des Hauptfachs

Computerlinguistik

HF

erfüllt sind.

2. Nachweise von Fremdsprachenkenntnissen sind gemäß Prüfungsordnung des 1. Hauptfachs nicht erforderlich bzw. wurden erbracht.

Sonstige Anmerkungen:

Institutsbeauftragte/r

Anrede

Titel

Vorname

Nachname

Datum

Unterschrift

69115 Heidelberg < Volstr. 2 < Gebäude 37 < Tel. +49 (0)6221 543481 < Fax +49 (0)6221 543625
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BF

GEMEINSAMES PRÜFUNGSAMT
PHILOSOPHISCHE FAKULTÄT
NEUPHILOLOGISCHE FAKULTÄT



UNIVERSITÄT
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ZUKUNFT
SEIT 1386

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Ägyptologie

BF

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gpa@uni-hd.de

This will be checked by
our Secretaries and
signed by the current
Department Head

You need to fill this one out
only if you have a minor
Subject: Application Module
and Research Module students
can leave this one empty.

Registration Form III

STU

GEWISSES PRÜFUNGSAMT
PHILOSOPHISCHE FAKULTÄT
NEUPHILISOLOGISCHE FAKULTÄT



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

Erklärung

Ich gebe hiermit die eidesstattliche Erklärung ab, dass

1. ich von den in der jeweiligen Prüfungsordnung genannten Bestimmungen und Fristen Kenntnis genommen habe
2. ich weder die Masterprüfung noch eine Magisterprüfung oder eine entsprechende Prüfung in einem vorangehenden Studiengang einmalig nicht bestanden habe,
3. ich mich nicht in einem weiteren Prüfungsverfahren befinde

Datum

Unterschrift

Buchstaben A.G.
Tel. +49 (0)6221 363388
Mailgen@stun-heidelberg.de

Buchstaben M.Z.
Tel. +49 (0)6221 363387 oder 363377
Mailgen@stun-heidelberg.de

69110 Heidelberg • Volume 2 • October 27



RUPRECHT-KARLS-UNIVERSITÄT HEIDELBERG
GEWISSES PRÜFUNGSAMT
DER PHILOSOPHISCHEN UND DER NEUPHILISOLOGISCHEN FAKULTÄT

Diese Erklärung bitte zusammen mit der Masterarbeit abgeben (nicht einbinden)!

ERKLÄRUNG

Ich gebe hiermit die eidesstattliche Erklärung ab, dass ich meine Masterarbeit über:

.....
.....
.....
.....
.....

1. selbständig angefertigt,
2. keine anderen als die angegebenen Quellen und Hilfsmittel benutzt und
3. alle wörtlichen oder sinngemäß übernommenen Textstellen als solche kenntlich gemacht habe.

Heidelberg, den

Unterschrift der Kandidatin / des Kandidaten



RUPRECHT-KARLS-UNIVERSITÄT HEIDELBERG
GEWISSES PRÜFUNGSAMT
DER PHILOSOPHISCHEN UND DER NEUPHILISOLOGISCHEN FAKULTÄT

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ERKLÄRUNG

Hiermit erkläre ich mich damit einverstanden, dass meine Masterarbeit nach Ablauf der Aufbewahrungszeit im Gemeinsamen Prüfungsamt dem Institut meines Hauptfaches (oder anderen universitären Einrichtungen, z.B. Universitätsarchiv) zugestellt und dort eingesehen werden kann.

Gegebenenfalls darf auch – unter Angabe der Quelle – aus meiner Arbeit zitiert werden.

Ich erkläre mich hiermit einverstanden!
nicht einverstanden!

Heidelberg, den

Unterschrift der Kandidatin / des Kandidaten

Thesis and Oral Exam

MA Thesis: 100%, 80%

- ▶ Language: **German or English**, English preferred
- ▶ Length: approx. 60 pages for MA
 - ▶ no fixed rule, clarify with your supervisor
- ▶ Abstract in the other language
 - ▶ approx. 1–2 pages²
- ▶ Duration: **6 months** – starting from the registration date on the form!

²The PO-AT §16/(7) (BA and MA) requirement of “approx. 5–10% of the total length” is not recommended. Please clarify length with the supervisor if needed.

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MA Thesis: 100%, 80%

- ▶ Submission: PDF by email to the Examination Office; possibly up to two printed copies (→ stated in the admission letter)
 - ▶ no regulated format, please clarify with supervisor
 - ▶ optional template: https://gitlab.cl.uni-heidelberg.de/fachschaft/altklausuren/-/tree/master/0_Vorlagen/Bachelorarbeit?ref_type=heads
 - ▶ binding type not regulated
 - ▶ electronic: usually by email to GPA and both examiners (as agreed with GPA and examiners)
 - ▶ implementation is usually not part of the submission; clarify with supervisor if needed
- ▶ In addition to the faculty's declaration of authorship, the institute requires this declaration:
https://www.cl.uni-heidelberg.de/studies/Eigenstaendigkeitserklaerung_DE.pdf (EN:
https://www.cl.uni-heidelberg.de/studies/Eigenstaendigkeitserklaerung_EN.pdf).

Oral Exam: 100%, 80% I

- ▶ At least half in English (the other half may be in German, if student wishes)
- ▶ **Earliest:** after submission of the MA Thesis
- ▶ **Latest:** 6 weeks after submission of the MA Thesis
- ▶ **Content:**
 - ▶ **Thesis content**, including a (max. 10min) presentation of the thesis
 - ▶ ask supervisor for modalities (presentation with/without slides, discussion, ...)
 - ▶ **Exam topics**
 - ▶ agreed upon in advance with supervisor
 - ▶ “exam topics from research areas of the MA Thesis and additional fields” (MA-AT/§18) as well as “related areas” (MA-BT/§7)
- ▶ **Duration:** approx. 60 minutes

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Oral Exam: 100%, 80% II

- ▶ Examiners: usually the supervisor and another examiner or examination observer
- ▶ **Date** must be agreed upon in advance with the examiner and reported to the GPA
- ▶ Public: in principle, other CL students may attend, but attendance is usually not desired (see MA-AT/§18/(3)/5.)

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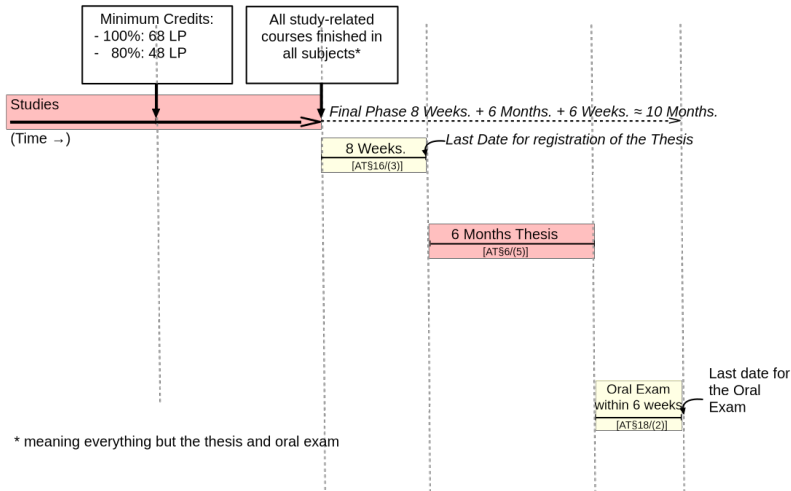
After All Examinations

- ▶ After the oral exam you may exmatriculate. ▶ Slide 64
- ▶ For **grading** and **review writing** there are no binding deadlines.
 - ▶ 4–6 weeks correction time is normal
 - ▶ on request: reviews of your MA Thesis may be **inspected** at the GPA within one year
- ▶ Certificate is issued. ▶ Slide 71

Sequence Overview

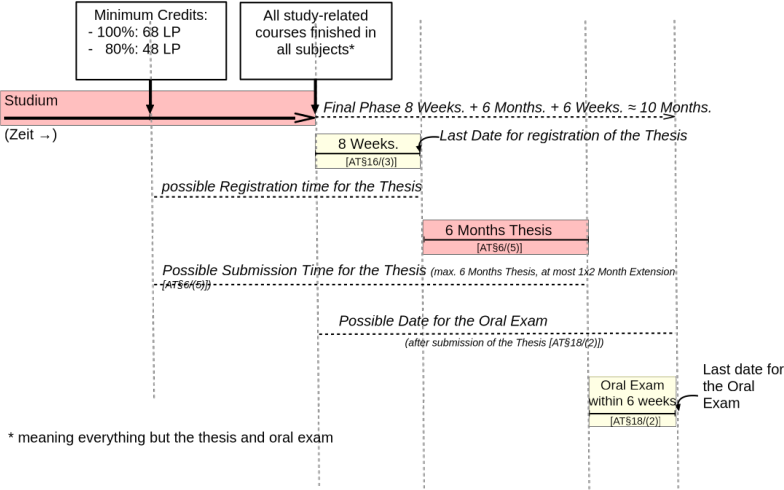
MA Final Phase

Final Phase in the MA Degree



MA Final Phase

Final Phase in the MA Degree (with possible intervals)



Emergencies I

- ▶ **Change of topic:** max. once within the first month after registration, which then restarts
 - ▶ Form: newly completed registration form – at least the relevant parts; + informal confirmation from the first supervisor
- ▶ **Extension of the thesis:** max. 2 months upon request, with good justification
 - ▶ An informal request with justification and new deadline must be submitted to the GPA.
 - ▶ The supervisor confirms approval by signing the student's request; the student submits it to the GPA. If needed, the supervisor may contact the GPA directly.
 - ▶ Deadline: ideally at least 2 weeks before the work period ends.

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Emergencies II

- ▶ Plagiarism is not allowed \Rightarrow results in grade 5.0 (failed)!
 - ▶ Plagiarism can also lead to exmatriculation and loss of examination entitlement!³
- ▶ **Fail** \Rightarrow module may be repeated once (no third attempt!)

³See “Second Law on the Implementation of Federalism Reform in Higher Education” (ZHFRUG, §62/(3)) as well as the State Higher Education Act (§3/(5)).

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Thesis

Theses

- ▶ Choice of topic
 - ▶ Recommended: expand a topic area from a seminar or software project
 - ▶ theoretical / experimental / mixed
 - ▶ Scientific research question
 - ▶ Own contribution
 - ▶ Testing a method on additional data
 - ▶ Variation / evaluation of a method
 - ▶ ...
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Theses – Tips I

- ▶ Recommended order:
 1. Select a topic – in consultation with the supervisor
 2. Assess the topic – read core literature, reflect on the subject, possibly conduct initial experiments
 3. Colloquium and registration

Theses – Tips II

- ▶ Well-structured **outline**, clear organization
- ▶ Fill outline with **keywords**, then develop full text
- ▶ Priority: focus on the **content**, refine style later
- ▶ Be precise with **references**
- ▶ Important: maintain regular **contact** with your supervisor
- ▶ The best ideas often come once the topic is already in development.
 - ▶ Spare enough time for writing and possible revisions!
- ▶ Have your work **proofread** at least once.
- ▶ If code is submitted, document it properly.
- ▶ ...

Theses – Questions

- ▶ Academic Advising (abschlussarbeiten@cl.uni-heidelberg.de)
- ▶ The ICL Secretariat always keeps some earlier high-quality theses available for reference!

Exmatriculation

Exmatriculation

- ▶ **With the oral exam, the final phase is completed.**
- ▶ **After that, you may exmatriculate – you do not have to wait for the certificate to be issued.**
- ▶ If you **fail to re-enrol** for the next semester, you will be exmatriculated *ex officio* at the end of the current semester.
- ▶ You can (and should) submit an **application for exmatriculation**.
 - ▶ If you apply for exmatriculation yourself, you will receive an official certificate of exmatriculation from the Student Administration Office.
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- ▶ **No exmatriculation** is necessary if, immediately after the final phase you switch to another subject at Heidelberg University.
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 - ▶ Because of the *continuation of study*, you are not exmatriculated and then re-enrolled, but possibly re-registered into the new program.

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Exmatriculation

- ▶ **Refund of fees** is possible upon exmatriculation within one month after the start of the lecture period (upon application):
 - ▶ Student Services contribution (Studierendenwerk ⁴):
http://www.studentenwerk.uni-heidelberg.de/sites/default/files/download/pdf/antrag_rueckerst_beide_Seiten_abSS2009.pdf
 - ▶ Administrative fee (ZUV⁵): http://www.uni-heidelberg.de/imperia/md/content/studium/download/allgemein/studgeb_rueckerstattung.pdf
- ▶ Further information on exmatriculation:
 - ▶ <https://www.uni-heidelberg.de/en/exmatriculation>
 - ▶ <http://www.studentenwerk.uni-heidelberg.de/en>

⁴Marstallhof 1

⁵Seminarstraße 2

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Transcript

Issuance

- ▶ The certificate can only be issued once all **grades** have been submitted.
 - ▶ All module grades
 - ▶ Both assessments and the final grade for the thesis
 - ▶ usually takes 4–6 weeks
 - ▶ Grade of the oral exam
- ▶ After this, the **certificate** will be issued within 4 weeks.
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- ▶ **Certificate** in German and English with
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- ▶ **Diploma Supplement**: general description of the program of study
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- ▶ Additionally, **on request**:⁶
 - ▶ Transcript of Records (Ger.+Eng.)
 - ▶ Confirmation of stays abroad⁷
 - ▶ All coursework completed during the stay abroad should be documented in LSF – coursework not fitting into the curriculum can, if needed, be recognized as additional coursework.
 - ▶ ECTS grade (A to E): relative grade based on grades from previous cohorts

⁶The form of the request has not been officially determined. Student feedback on this is welcome [to [Studienberatung](#)]

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On the calculation of grades

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More Questions?

- `studienberatung-master@cl.uni-heidelberg.de`
- `abschlussarbeiten@cl.uni-heidelberg.de`