

Application for Thesis Assignment

Enrolment number: Name:

Course of studies:

Phone: HdM mail adress:

I confirm that I meet the requirements stated in § 23 para.1 Bachelor SPO or § 22 para.1 Master SPO for the issuance of the thesis. Please find attached a current transcript of records to this application.

Hereby I apply for issuance of my

***first trial
second trial***

***Bachelor thesis
Master thesis***

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Topic of Thesis
.....
.....

A blocking note is to be agreed for the work: Yes No

Start date of work: submission deadline*:

.....
Date First Examiner Signature

.....
Date Second Examiner Signature

For external second examiner please fill in completely:

Surname: First Name:

Company Adress:

Phone Email Adress:

University degree:

type; specialisation; university; graduation year

.....
Place, Date

.....
Student's Signature

From here on processing notes of the examination administration

Der Antrag wird genehmigt Ja | Nein

.....
Begründung (falls nein oder geändert):
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.....
.....
.....

.....
Ort, Datum

.....
Unterschrift Vorsitzende/r des Prüfungsausschuss

.....
Ort, Datum

.....
Unterschrift des Studiendekans

The application for the issuance of a bachelor's thesis

- The application must be submitted to the Examinations Office at least 5 working days before processing begins.
- Applications can be submitted at any time in accordance with Section 23(1) of the Bachelor's SPO and Section 22(1) of the Master's SPO. If it is a second attempt, a copy of the application form for the first attempt must also be submitted.
- Only fully completed application forms with a current transcript of records will be accepted. Once approved, the work will be registered immediately as requested.
- The Examinations Office will send the application electronically to the examiners and the student after processing by the Chairperson of the Examination Board.
- If external second examiners are involved, please state the type of degree, specialisation, year of graduation, and university. The form 'Nomination of an additional practical supervisor' should only be submitted if there are plans for additional practical supervisors beyond the two examiners.
- The topic should be considered as the title of a thesis and can be modified in consultation with the examiners.

The processing of work

- If special authorisations, approvals, appointments or host access are required in connection with the work, the HdM or the supervisors will be happy to assist. Surveys, particularly those aimed at a large number of addressees, must be coordinated with the HdM in advance.
- The thesis must include a German and an English abstract, as well as a signed declaration of honour (see notes on the thesis).
- Withdrawals after the topic has been issued are only permitted for valid reasons and upon presentation of appropriate evidence.
- The submission deadline may be extended by a maximum of two months at the request of the student for reasons beyond their control. The decision will be made by the Examination Board and the application must be accompanied by appropriate evidence.

When submitting the work

- The thesis must be submitted in electronic format on a CD/DVD to the examination administration. If necessary, PCs with compatible drives are available in the central pool rooms. CD/DVD blanks can be obtained from the examination administration. The electronic version will be used for plagiarism checking. Submission of a printed and bound copy is optional. The form of submission (printed and/or digital version) must be agreed upon directly with the examiners.
- Theses that are not submitted in full or on time will be considered failed.
- If the grade is lower than 'sufficient' (4.0), the thesis may be repeated once, but a second repetition is not permitted.
- In case of plagiarism, the Central Examination Board is authorized to withdraw the student's right to take examinations, which will result in deregistration.

Acknowledged by

.....
Place, Date

Student's Signature

Appointment of an additional practice supervisor

Enrolment number: Name:

Course of studies:

Phone: HdM mail adress:

The appointment of an additional supervisor:

Surname: First Name:

Company Adress:

Phone Email Adress:

University degree:

type; specialisation; university; graduation year

.....
Date Practice Supervisor Signature

.....
Date Student Signature

From here on processing notes:

Nach Bearbeitung: Verbleib in der Prüfungsakte

Der Antrag wird genehmigt Ja | Nein

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Begründung (falls nein oder geändert):
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Ort, Datum

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Unterschrift des Erstprüfers / der Erstprüferin