



APPLICATION FOR APPROVAL OF A

- BACHELOR THESIS
- MASTER THESIS

Name _____
Date of Birth _____
Registration Number _____
E-Mail _____
Address _____

Degree programme _____

*Step 1 of 6: Proposed Topic and Supervision
(To be filled in by the lecturer who issues the topic)*

Lecturer Issuing the Topic _____
Institute or Clinic _____
Proposed Topic _____

I hereby confirm that I can supervise the proposed topic and that I meet the requirements of § 16 Sentence 2 of the examination regulations.

Lecturer's signature

Date

In case that the thesis is to be written in large parts at an external research institution or company, please specify the person responsible at that institution and attach the form "approval of external supervision".

External Supervisor _____

Instead of the above:

- I have not found an appropriate topic and request that the head of the examination board issues a topic for me.



Step 2 of 6: Statement by the student

(To be filled out by the student)

1. I confirm that I have neither already conclusively failed a bachelor or master examination or an equivalent degree in the chosen degree programme or a related degree programme nor am I involved in a review process in such a programme.
2. *Is your thesis to be kept confidential because this is requested by the internal or external supervisor?*
 - No, the content of the thesis need not be kept secret (default).
 - Yes, only those university staff that need to handle the thesis ex officio (examiners, members of the examination board, staff of the examination office) may read the thesis.

Student's signature

Date

Step 3 of 6: Lecturer sends this form to the examination office

Step 4 of 6: Confirmation of formal requirements

(To be filled out by the examination office)

The examination office hereby confirms that the student meets the formal requirements stated in the regulations of his or her degree programme.

Examination office's signature

Date

Step 5 of 6: Confirmation of Topic, Examiners, and Setting of the Date of Issue

(To be filled out by the head of the degree programme's examination board)

Date of Issue¹ _____

Earliest Date for Submission² _____

Latest Date for Submission³ _____

I hereby confirm the topic, the examiners, and set the date of issue.

Head of examination board's
signature

Date

Step 6 of 6: Notifications

1. The examination office retains the original of this form.
2. The student receives a copy of this form from the examination office.
3. The lecturer issuing the topic receives a copy of this form from the examination office.

¹ The head of the examination board will normally use the date from step 1 here.

² Three months after the date of issue for bachelor theses and five months after the date of issue for master theses. For instance, for a bachelor thesis issued on April 1st, this will be July 1st.

³ Six months after the date of issue. For instance, for theses issued on April 1st, this will be October 1st.