



Universität zu Lübeck • Ratzeburger Allee 160 • 23538 Lübeck

APPLICATION FOR APPROVAL
OF A

- BACHELOR THESIS
- MASTER THESIS

Please enter your name and current address in the address field

Date of birth _____

Matriculation number _____

E-mail _____

Degree course _____

*Step 1 of 6: Proposed topic and supervisor
(To be completed by the lecturer allocating the theme)*

Allocating lecturer _____

Institute or clinic _____

Topic _____

I hereby confirm that I am able to supervise the
above topic and fulfill the requirements
according to §13 clause 2 of the Regulations
for Examination Procedures.

Signature of lecturer

Date

If large parts of the thesis are to be completed outside the university at an external research facility or in a company, please state the name of the person(s) responsible there and enclose the form regarding the execution of external bachelor and master theses.

Person responsible in external
facility _____

Alternatively to the information above:

- I have not found a suitable topic and request allocation of a topic by the chairperson of the examination board.



*Step 2 of 6: Student's statement
(To be completed by the student)*

1. I have not failed (including retakes) any diploma, bachelor or master examination in the degree course stated overleaf or any related degree course to date, nor am I in the midst of an examination procedure in any such degree course.
2. *Does the thesis call for confidentiality, as this is stipulated by the person externally or internally responsible?*
 - No, the thesis is not subject to confidentiality (usual case).
 - Yes, only those officially involved with the thesis (examiners, members of the examination board, staff of the registrar's office) may be granted access to the thesis).

Signature of student

Date

Step 3 of 6: Lecturer sends the form to the registrar's office.

*Step 4 of 6: Assessment of formal requirements
(To be completed by the registrar's office)*

The registrar's office hereby confirms that the student fulfills the requirements laid down in the course regulations of the degree course.

Signature of registrar's office

Date

*Step 5 of 6: Confirmation of topic, reviewer and determination of the date of allocation
(To be completed by the chairperson of the examination board)*

Date of allocation of the thesis¹ _____

Earliest date of submission² _____

Latest date of submission³ _____

I hereby confirm topic and reviewer and put on official record the date of allocation

Signature of examination board

Date

Step 6 of 6: Informing those involved

1. The registrar's office receives the original of this form
2. The student is informed of topic and dates by the registrar's office
3. The allocating lecturer is also informed by the registrar's office

¹ As a rule, the examination board should adopt the date given in step 1 here.

² For bachelor theses, this is three months after the date of allocation, for master theses five months after the date of allocation.

For a bachelor thesis allocated on 1st April, for example, this would be 1st July.

³ Six months after allocation. For a thesis allocated on 1st April, for example, this would be 1st October.