

Master's thesis registration



Last name, first name

Student ID no.:

E-Mail

@stud.hs-flensburg.de Phone nr.:

Degree programme

Major

Topic

I have been informed that the Flensburg University of Applied Sciences will publish the topic of my master's Thesis

Date, student's signature

Thesis supervisor and first examiner

Date, signature of thesis'supervisor and first examiner

second examiner

Date, signature of thesis'ssecond supervisor

To be filled in by Examinations Office:

Registration date:

Submitted on:

Submission deadline:

Confirmation e-mail sent on:

Head of the Examinations Board

(The Examinations Office will submit the registration form to the Head of the Examinations Board to sign.)

Notes from the Examinations Office

When writing your master's thesis, please consider the following:

- The topic of the master's thesis must be registered with the Head of the Examinations Board (using the preceding form).
- To be admitted to the master's thesis, students have to meet different requirements depending on their degree programme and the examination regulations applicable. For further information, please refer to the study and examination regulations and/or ask our staff at the Examinations Office.
- The research and writing period begins on the date on which the Head of the Examinations Board confirms the thesis' topic. (This usually is the day the thesis is registered with the Examinations Office.)
- Please refer to the study and examination regulations for your degree programme for details on the standard period of time designated to the research for and writing of your master's thesis. Your master's thesis must be submitted to the Examinations Office.
- The Examination Board may extend the research and writing period upon the student's request if the student is unable to submit the thesis on time due to circumstances he or she cannot be held responsible for.
For more detailed information see §23 of the Principles of Assessment [Prüfungsverfahrensordnung] as well as the study and examination regulations for your degree programme.
- The master's thesis is to be submitted with a standard cover page. (The template will be sent to you with the confirmation e-mail.)
- On a separate page (either following the cover page or as the last page of the thesis), the master's thesis must include a signed declaration as follows:
"I hereby confirm that this thesis is my own work and was completed without any unauthorised assistance. I have not used any sources apart from those indicated in the list of references."
- Flensburg University of Applied Sciences will not lend the master's thesis. Only the author may lend the thesis.
- Three copies of the master's thesis must be submitted to the Examinations Office. (The designated examiners receive one copy each, the third copy remains with the Examinations Office.)
In addition, each copy of the master's thesis must also include a data storage medium which contains the thesis in a digital format. The file format in which the thesis is to be provided is to be specified by the thesis supervisor.

gez. Prof. Dr. R. Geffert
Head of the Examinations Board