

Master's thesis registration



Last name, first name:

Student ID no.:

E-mail

@stud.hs-flensburg.de

Phone number:

Degree programme:

Major:

TOPIC

I have been informed that 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' second examiner

To be filled in by the 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 is to 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.
- 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.)

Requirements to be met when handing in a thesis in printed form:

- 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 that I completed it without any unauthorised assistance. I have not used any sources apart from those indicated in the list of references. Any parts of the text that I have adopted either word for word or in spirit and substance as well as those parts that were generated are marked as such. This thesis has not been presented in another examination in the present or a similar form. I hereby agree to this thesis being checked with the help of plagiarism software."

- 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.

Requirements to be met when handing in a thesis in electronic form:

- The examiners have to agree to the thesis being handed in digitally – ideally this has already been discussed and agreed to when the thesis is registered.
- The digital copy of the final thesis (including all appendixes etc.) must be saved and uploaded as one single PDF-file.
- Please note that you must check the relevant box to confirm that the thesis is your own work and was completed without any unauthorised assistance.
- If the thesis contains annexes or attachments that are executable files or similar, they must be sent to the Examinations Office via e-mail. The files must be comprised in a ZIP folder (no larger than 40 MB) and sent within the relevant deadline for the thesis. If your thesis includes such files, you must inform the Examinations Office ahead of time via e-mail.
- Once your final thesis has been uploaded to FlexNow successfully, you will receive a confirmation e-mail to your university e-mail address. You do not have to inform the Examinations Office separately.

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