

MASTER THESIS APPLICATION

08.04.2019

Student			
Matr.No.	Surname	First name	Course of studies ITM Master
Reachable during the MA work: Telephone _____ Email: _____			
I hereby register for the master thesis.			
..... (Date)	 (Student's signature)	

First and second examiners, student		
Subject: (German and English) and attach a short description of the task (only 1 page please).		
Start date:	Submission deadline:	
(Date)	(Date)	
First examiner
(Name)	(Date)	(Signature)
Second examiner
(Name)	(Date)	(Signature)
Student:
	(Date)	(Signature)

Examination Office		
Application receipt		
(Date)		
<input type="checkbox"/> Copy to student / First examiner
	(Date)	(Signature)
Extension until
	(Date)	(Signature)
Work received
	(Date)	(Signature)

First and second examiners		
Grade Master's Thesis _____		
 (Date) (Signature first examiner)
 (Date) (Signature second examiner)

Please note the instructions on the back

Information on the procedure:

How to proceed:

1. Fill in the upper part of the application.

Select the first and second examiner and obtain their consent with their signatures. As a rule, at least one examiner belongs to the department that is conducting the program.



2. Together with the first examiner, you determine the topic (German and English) of the thesis, write a short description of the task (please only one page) and attach it to the application.



3. The start and submission deadline is hereby determined. The Master's thesis has to be written within a period of 22 weeks. If the Master's thesis is carried out in an institution outside of the university or if it is a thesis that requires the collection of empirical data to a greater extent, the processing time can be extended accordingly, but only to a maximum of 26 weeks in total (please enclose the application for extension).



4. After the second block has been filled out and signed by all participants, submit the form with a short description of the task right away, but no later than 10 days after the start date, to your local examination office (please drop it in the grey mailbox). **Only then is the Master's thesis considered to be registered.**



5. The Examinations Office will then send a copy of the application with confirmation of receipt to you and the first examiner (in the case of an examiner not belonging to the FHW, this will be done by the second examiner). Important! Please check the current address in the HIS (Hochschul-Information-System) and change it if necessary!



6. Submit three bound copies and a storage medium at the Examination Office after completion of the thesis. One copy is for the Examinations Office, the second will be forwarded to the first examiner with the required documents (form "Original") and the third will go to the second examiner.



7. You can get information about the completion of your Master's degree certificate/transcript of records on our homepage under Students/Exams/Exam viewing/Certificates. Your matriculation number will appear there as soon as your transcript of records is ready for collection at your Examinations Office.
After you have successfully completed your degree, please submit an application for exmatriculation with the quittance documents to the Student Advisory Service/Admissions Office. **Note:** You will not be automatically exmatriculated.
When everything has been done, you will receive your certificate and transcript. Nothing more is standing in the way of your successful start in the future – and your membership in the FHW Alumni Network "NESt".