Information Sheet - Registration of Bachelor’s/Master’s Thesis

1. Read the general examination regulations and the study and subject examination regulations which apply to your degree programme, particularly the rules referring to the bachelor’s / master’s thesis, and adhere to the following admission requirements:

   • Obtain supervision consent from the desired academic department prior to applying for admission.
   • In order to be admitted to your final thesis, you must have already attained the required number of ECTS points outlined in the general and study and subject examination regulations prior to registration.
   • Your topic must be selected from the subjects listed in the study and subject examination regulations. In certain cases, it is necessary to submit an application of topic approval to your examining board prior to thesis registration.
   • You must be regularly enrolled both at the time of admission and on the day you submit your completed thesis, meaning that you cannot be in a semester on leave unless there are specific legal provisions (parental leave, care of a close relative) which authorise you to earn degree credit while on leave.

Furthermore, the date on which you receive the topic of your thesis has to be selected in accordance with applicable general and subject examination regulations to ensure, that your course of studies can be completed within the maximum permitted duration of study.

2. Send your application for admission to your BA / MA thesis from your “stud.uni-bamberg.de” email address (requests from other email addresses cannot be processed!) with the reference “Registration final thesis in the degree programme....” (do not use abbreviations) to wiai.pruefungen@uni-bamberg.de and include the following information:

   Last name, first name, middle names (spelled exactly as they appear in your passport, with first name and all middle names and, if applicable, special symbols!)
   Current address
   Address after completion of studies (for notifications / for sending final documents)
   Please make sure your address in FlexNow is correct and, if necessary, update it using Online-Dienste.
   Student registration number
   Degree programme
   Email address (private email address for possible questions or notifications)
   Proposed examiner including his or her academic department (chair, professorship, etc.)

3. After reviewing the registration requirements the office of examinations will send the Thema-Bestätigung (topic confirmation) form for the bachelor’s / master’s thesis to your student email address including the form for “Consent for third party viewing”. You will also receive an information sheet with the request to follow the instructions. At the same time, your examiner or the secretary of the department will receive a copy of the email in “CC” for acknowledgement.
4. Next, please contact the examiner or the secretary of the department to set up an appointment for the concrete determination of your thesis topic and signature of the Thema-Bestätigung (topic confirmation). The date you receive your topic is the begin of the period for writing your thesis.

5. The Thema-Bestätigung (topic confirmation) will be forwarded to the office of examinations by the academic department. This is a requirement by examination and study regulations in order to enter the binding topic and the allotted due date for your thesis in FlexNow. The due date will be visible for you in FlexNow.

6. You will receive a completed and signed copy of the Thema-Bestätigung (topic confirmation) at the academic department.

IMPORTANT: Please follow the instructions on how to prepare your bachelor’s /master’s thesis printed on the reverse page of the Thema-Bestätigung.