

1. Registration of a thesis:

You can only register for the bachelor's thesis once you have acquired 135 credit points (ECTS). 60 credit points (ECTS) are required to register for the master's thesis. Conditions may have to be met in order to register a master's thesis. In the case of non-consecutive courses in particular, it may be the case that you are only allowed to study a master's course with conditions, e.g. through the provision of additional achievements. A thesis may only be registered if these have been fulfilled in advance.

You can find the relevant application form on our website

The topic for the thesis is decided together with the supervisor

selected, entered on the registration form and thus determined.

With the signature of the first reviewer on the form, the supervision of the work, the second reviewer and the topic are confirmed. The first reviewer must be a university teacher (professor, junior professor, etc.) from Faculty 4.

The fully completed registration form is handed in promptly, either digitally or in person, to the university examination office. With the signature of the university examination office, which does this on behalf of the examination board, the formal admission takes place with the selected topic. If you have successfully registered your thesis, you will receive a confirmation by e-mail. The processing time is generally six months.

2. Formal requirements:

The bachelor's/master's thesis can be written in German or English.

Regardless of the choice of language, the bachelor's or master's thesis must include a summary in German. The summary is part of the work and must be included in it.

The content and layout of the front page should correspond to the specifications of Department 4. Additional requirements of the supervisor must be met. The submission of a CD is only necessary if this is requested by the supervisor or if it becomes necessary for the basics of scientific practice (backup and storage of primary data).

3. Compulsory part of every thesis:

Statutory declaration:

"I hereby confirm that I have written this thesis independently and that I have not used any aids other than those specified - in particular none in the

List of sources from Internet sources that have not been named - and the work was not previously submitted by me in another examination procedure."

(Students after the PO 2006, 2012 or 2017 must also add a declaration at this point as to whether they agree to the work being placed in the library.

.....
(Place and date)

(Signature)

4. Submission of the bachelor's/master's thesis:

The submission date results from the start of processing plus six months (e.g. Start March 3rd, then delivery September 3rd). If the submission date falls on a holiday or weekend day, the next working day is considered the submission date. In the case of a postal item, the date of the postmark counts.

DANGER:

The work must be available at the university examination office on the day of submission. In the case of electronic submission, the submission deadline is at 11:59 p.m. If sent by post, the date of the postmark must correspond to the date of submission. Late receipt will be assessed as non-timely submission and thus as a failed attempt.

We currently offer the following submission options: -

Printed form The

work is bound and submitted in triplicate to the university examination office in person or by post.

- digital form via email

The thesis is sent in PDF format by email to hochschulpramt@uni-koblenz.de and to both reviewers (please include the cc when submitting!).
You will promptly receive a confirmation of receipt from us.

- digital form via OPUS (university publication server of the library)

The work is uploaded in PDF format via OPUS. Since this requires the consent of both reviewers, please speak to them first.

The paper printout of the cover sheet, the signed affidavit and the confirmation of receipt from the library that the file has been successfully uploaded must be submitted to the university examination office.

I wish you success!

Your university examination office