

## Registration form for bachelor's thesis | master's thesis

Last name, first name(s)			
Student ID no.			
Street address and number		Post code & city	
Degree program			

<b>Joint thesis with:</b>			
Last name, first name(s)			
Student ID no.			

**Required field for Masters of Science in Management (FT/PT) under the 2018 Exam Regulations or later to indicate specialization**

- Master's thesis in the specialization: **Controlling and Finance**
- Master's thesis in the specialization: **Marketing and Corporate Communications**
- Master's thesis in the specialization: **Marketing and Management**
- Master's thesis in the specialization: **Human Resources Management**
- Master's thesis in **another area**

**Required field for Masters of Science in IT Management with enrollment 2021 summer semester or later to indicate specialization**

- Master's thesis in the specialization: **Management**
- Master's thesis in the specialization: **Technology**
- Master's thesis in **another area**

**Preliminary working title** (The title of the submitted version will be used for your transcript):

Advisor: \_\_\_\_\_

**Timeframe for writing the thesis:**

(to be filled in as discussed with your advisor and in accordance with Sect. 22 Para. 3 or Sect. 26 Para. 3 of the General Exam Regulations or Degree Program Exam Regulations)

Date of admission to thesis: \_\_\_\_\_

Date thesis writing begins (the day following admission): \_\_\_\_\_

Date of submission: \_\_\_\_\_

**By marking this box, the advisor confirms receipt of the thesis proposal (required for bachelor's theses)**

\_\_\_\_\_  
Date, advisor's signature

\_\_\_\_\_  
Date, student's signature

**INFORMATION ON CORRECTION TIME LIMIT**

The time limit for correction by the first and second correctors amounts to a total of 12 weeks.

If it is exceeded, the advisor will not receive credit towards their teaching load.

The time period begins with the date of receipt/submission of the thesis at the university

(confirmed by stamp of receipt, confirmed email submission by the student or the date of the upload).

# **Information/tips for completing the form/ instructions on registering for your thesis**

## **General information:**

Your thesis registration form must be reviewed before you begin writing.

Therefore, we ask that you submit your registration to the Exam Management Office **1-2** business days before you begin to write your thesis.

Please complete all enabled fields on the digital form.

Please note that we need both your signature and the signature of your advisor to be able to process your registration.

We prefer registration forms be submitted by email to [pruefungen.wirtschaft@hs-mainz.de](mailto:pruefungen.wirtschaft@hs-mainz.de).

Please include your advisor in CC. The signature of your advisor can be done in digital form. After the processing of your registration form is completed, you will receive a confirmation of your registration by mail.

Alternatively, you can submit your registration during business hours, drop it in our mailbox or send it by regular mail. In these cases, however, we require **3 copies** of the registration form.

### Mail address:

Mainz University of Applied Sciences  
Exam Management Office of the School of Business  
Lucy-Hillebrand-Straße 2  
55128 Mainz

## **Application deadline:**

You may write your bachelor's thesis for the first time at the earliest in your 5th degree-related semester if you meet the requirements of the corresponding semester; see Section 21 of the General Exam Regulations.

The ***latest*** possibility to register for your thesis:

Under Section 22 Paragraph 2 or Section 26 Paragraph 2 of the General Exam Regulations, the following applies: "If the results of all examination and academic achievements are available during a winter semester, the registration for the bachelor's thesis must be submitted by April 15th at the latest. If the results of all examinations and academic achievements are available during a summer semester, the registration for the bachelor's thesis must be submitted by September 15th at the latest."

Here are some examples:

- Example 1: The student took and passed their last exam in the 2019 summer semester, but still has one uncompleted academic achievement. Since the course work is still pending, the student in this example is not completely finished with all credits and there is no deadline by which the student must register for their bachelor's/master's thesis.
- Example 2: The student passed their last exam in the 2019/2020 winter semester and all academic achievements have been completed. Since the student in this example completed all credits during a winter semester, the registration deadline is April 15, 2021.
- Example 3: The student passed their last exam in the 2020 summer semester and all academic achievements have been completed. Since the student in this example completed all credits during a summer semester, the registration deadline is September 15, 2021.

The bachelor's/master's thesis is considered as failed for the first time if the registration deadline has been exceeded by two semesters.

## **Information/tips for completing the form/ instructions on registering for your thesis**

### **Joint theses (General Exam Regulations Sect. 22 Para.6 + Sect. 26 Para. 6):**

Both students complete one copy of the registration in their own name and submit it to the Exam Management Office.

Please do not forget to include the information under *Joint Thesis*.

### **Calculating the timeframe for writing your thesis**

Please enter the date of admission in the field provided.

On the following day, the timeframe for writing your thesis is calculated and begins in accordance with Sect. 22 Paragraph 3 (bachelor's thesis) or Sect. 26 Paragraph 3 (master's thesis) of the General Examination Regulations. Deviating timeframes for thesis writing may be governed by the respective department exam regulations.

#### Date of submission:

Under the German Civil Code (BGB), deadlines may not end on a Saturday, Sunday or public holiday. Please take this into account when calculating the timeframe for writing your thesis.

### **Master's degree program in Management with specialization under the 2018 Exam Regulations or later**

To obtain a specialization in the master's degree in Management under the 2018 Exam Regulations or later, students must complete the corresponding company project, options and master's thesis in a specialization. In the subsequent Exam Regulations, application-oriented research projects must be completed in the corresponding specialization area instead of the company projects.

Please make sure to indicate the main subject of your master's thesis to ensure that the degree program specialization can be identified.

### **Master's degree program in IT Management with specialization, enrollment in 2021 summer semester or later - amended regulations as of December 17, 2020**

To obtain a specialization in the master's degree program IT Management M.Sc., the modules IT Management & Research, Research & Practical Applications, Scientific Work in Companies, the options and the master's thesis must be completed either management-oriented or technology-oriented in accordance with the specialization. Please make sure to indicate the main subject of your master's thesis to ensure that the degree program specialization can be identified.

### **Supervision by assistant lecturers (*Lehrbeauftragte*)**

Assistant lecturers may also act as advisors to students for theses.

Before committing to the student, the lecturer must check (with the degree program director/ department spokesperson and resource planning) whether the teaching appointment can be assigned in each case. In the event of first-time supervision, assistant lecturers must consult the Dean of their school beforehand.

When the advisor is an assistant lecturer, the second correction must be carried out by a professor from the School of Business.

If you have any difficulties/problems/questions concerning the registration of your thesis, please contact us at: [pruefungen.wirtschaft@hs-mainz.de](mailto:pruefungen.wirtschaft@hs-mainz.de)