



Dear students,

Due to the current situation resulting from the closure of the library as a result of current Covid-19-related restrictions, the **deferral of the deadline for the submission of master's and bachelor's theses** (but not other written papers) has been adjusted as follows.

## EXEMPTION AND EXCEPTION REGULATIONS

- 1.) The deadline for submission of bachelor's and master's theses will be deferred in the period from the start of day December 16, 2020 until the end of day March 8, 2021, meaning **the 82 days from the start of day December 16, 2020 until the end of day March 8, 2021 will not be counted in the time limit.**
- 2.) The extension of the deadline for submission requires an **informal request by email. There will be no automatic extension of the deadline.** Please send an **informal request by email** as soon as possible to the Exam Management Office at [pruefungen.wirtschaft@hs-mainz.de](mailto:pruefungen.wirtschaft@hs-mainz.de). You will receive a final response by email after your request has been processed.

### EXAMPLE NO. 1: THE SUBMISSION DEADLINE FALLS WITHIN THIS PERIOD OF DEFERRAL (DECEMBER 16, 2020 TO MARCH 8, 2021)

If a submission deadline falls within this period of deferral (December 16, 2020 – March 8, 2021), the days from the start of day December 16, 2020 [start of deferral] to the original submission deadline will not be counted until the end of day March 8, 2021 [end of deferral]. If the original submission date was December 23, 2020, the actual submission date would now be March 16, 2021, which is calculated as follows: The 8 days from the start of day December 16, 2020 [start of deferral] to the end of day December 23, 2020 [original deadline] are added from the end of day March 8, 2021 [end of deferral], so the actual submission deadline would now be March 16, 2021.

### EXAMPLE NO. 2: THE SUBMISSION DEADLINE IS AFTER THE END OF THIS PERIOD OF DEFERRAL (DECEMBER 16, 2020 TO MARCH 8, 2021)

When the writing of a master's thesis started on November 12, 2020, the original submission deadline would be March 12, 2021. But the actual deadline is now June 2, 2021, which is calculated as follows: The 82 days of deferral [from the start of day December 16, 2020 to the end of day March 8, 2021] are added to the original submission date [March 12, 2021], so that actual submission date would now be the end of day June 2, 2021.

## NOTICE REGARDING FINAL THESES

The extension of the deadline for submission requires an **informal request by email. There will be no automatic extension of the deadline.** You can reach us by email at the following address:

[pruefungen.wirtschaft@hs-mainz.de](mailto:pruefungen.wirtschaft@hs-mainz.de).



Please do not forget to include the following information in your informal request:

- Student ID number
- Full name
- Degree program
- Subject/discipline
- Examiner
- Exam number
- Start date of thesis writing
- Original submission date

## REASONING

It may be necessary to be physically present in the library while writing master's and bachelor's theses. If the library is closed, the same assessment conditions cannot be ensured. The deferral of the submission deadline is reasonable to enable the student to be present in the library as and whenever necessary. The deferral does not mean that the extended deadline must be fully utilized. In this respect, the extension with the deferral period grants a right that can be exercised, but does not have to be exercised.

For more information, see the homepages of the Exam Management Office <https://www.hs-mainz.de/en/academics/services/school-of-business/exam-management/overview/> and Mainz University of Applied Sciences <https://www.hs-mainz.de/en/about-us/aktuelles/information-on-the-coronavirus/>

Stay healthy, and if you do get sick: We hope you get well soon!

The Chairperson of the Examination Board of the School of Business

The Exam Management Office of the School of Business