

## Registration form for

bachelor's thesis       master's thesis

Mainz University of Applied Sciences • Lucy-Hillebrand-Strasse 2 • 55128 Mainz

Student's address  
Mr.

Student ID no.

full-time    part-time   |    bachelor's    master's

Degree program

Joint thesis with:

Student ID no.: \_\_\_\_\_

Full name of student

### Required field for Masters of Science in Management (FT/PT) acc. to the 2018 Exam Regulations to indicate specialization

- |  |   |
|--|---|
| <input type="checkbox"/> Master's thesis for the specialization<br>Controlling and Finance               | <input type="checkbox"/> Master's thesis for the specialization<br>Human Resources Management |
| <input type="checkbox"/> Master's thesis for the specialization<br>Marketing and Corporate Communication | <input type="checkbox"/> Master's thesis in any other subject 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 in accordance with Sect. 22 Para. 3 or Sect. 26 Para. 3 of the General 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 (obligatory 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 on the submission date of the thesis (see stamp of receipt).

**3 copies of the registration form are to be submitted to the Exam Management office only for registration! One copy will be returned to the student after the application has been processed.**

### Confirmation of thesis receipt by the Exam Management Office

We hereby confirm we have received the thesis as

\_\_\_ x written copies

\_\_\_ x data version/s

\_\_\_\_\_  
Stamp, Exam Management Office signature



# **Information/tips/instructions on registering for your thesis**

## **General information:**

Please 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, including your postal address.

You can submit the required three registration copies in one of the following ways:

- Submit them in person during all business hours of the Exam Management Office in room A 2.04
- Drop them into one of our mailboxes (ground floor and 2nd floor)
- Send them by regular mail to: Mainz University of Applied Sciences  
Exam Management Office of the  
School of Business  
Lucy-Hillebrand-Straße 2  
55128 Mainz

After your registration has been processed, you will receive a copy for your records.

## **Application deadline:**

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

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

Under Section 22, Paragraph 2 and Section 26, Paragraph 2 of the General Exam Regulations respectively, 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 15<sup>th</sup> at the latest. If the results of all examinations and academic achievements are available during a summer semester, the application for the bachelor's thesis must be submitted by September 15<sup>th</sup> at the latest."

Here are some examples:

- Example 1: The student took and passed their last exam in summer semester 2019, but has not yet completed one 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 winter semester 2019/2020 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 summer semester 2020 and all academic achievements have been completed. Since the student in this example completed all credits during a summer semester, the registration deadline ends on 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/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 in triplicate 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 (bachelor's) or Sect. 26 (master's) of the General Examination 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.

### **Specialization of master's degree programs in Management under the 2018 Exam Regulations**

To obtain a specialization in the master's degree in Management in accordance with the 2018 Exam Regulations, students must complete the corresponding company project, options and master's thesis in one specialization.

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

### **Supervision by assistant lecturers**

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

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

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)