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Implementing Provisions for Faculty of Business Information Systems' theses (Implementing Provisions F-BIS)

§1 Higher-ranking regulations

The general section of Furtwangen University's current study and examination regulations for bachelor and master theses (*Studien- und Prüfungsordnungen (SPO) für Bachelor- und Masterarbeiten der Hochschule Furtwangen*) define the framework conditions for bachelor and master theses. In particular, sections §§24–25 of the SPO for bachelor programmes and sections §§18–19 of the SPO for masters programmes.

§2 Academic requirements

(1) Bachelor thesis

Both foundation level studies and the 3rd and 4th semester of studies have to have been successfully completed.

(2) Master thesis

Admission to the thesis for the BAM study programme is possible only if all but a maximum of one of the modules of the first two semesters have been successfully completed. The BCM study programmes has no requirements for admission.

§3 Registering a bachelor or master thesis

(1) Start of completion time

Normally, the completion time will start on 01st March or on 01st September of a given year. Only in cases where there are good reasons and the primary thesis supervisor agrees, is it possible to deviate from this rule. The FPA (*Fakultätsprüfungsausschuss* = Faculty Examinations Board) delegates the approval of a deviating date to the deans of studies in accordance with section §24(2) of the bachelor SPO (general part) and section §18(2) of the masters SPO (general part). For the BCM programme, the start of the thesis completion time can be the first of any month.

(2) Supervisors

In qualification of section §24(4) of the bachelor SPO (general part) and section §18(4) of the masters SPO (general part), the following applies: The primary thesis supervisor has to be a Business Information Systems faculty professor. The secondary supervisor will have to have an academic title at least equal to that which the student hopes to obtain.

(3) Confidentiality Agreement (*Geheimhaltungsvereinbarung*)

If a confidentiality agreement in accordance with section §25(5) of the bachelor SPO (general part) / section §19(5) of the masters SPO (general part) is required, it is up to the student to organise two copies of such

agreement, complete with the signatures of the primary supervisor, the dean and the company representative; they must also ensure that the company's address is included in the field marked *Zwischen* (between) on the first page of the agreement (to allow the agreement to be sent to the company). Only Furtwangen University's form of confidentiality agreement will be accepted.

(4) Extension of completion time limit

If a student wishes to extend the completion time limit in accordance with section §24(7) of the bachelor SPO (general part) / section §18(7) of the masters SPO (general part), they will have to complete the WI faculty's application for extension form (*Antrag auf Verlängerung der Fakultät WI*), the form needs to be signed by the student and sent to the primary supervisor for their signature. If the primary supervisor approves the application, they will forward the form to the dean of studies who will have the final say as to whether or not the application is approved.

(5) Approval of registration

The FPA delegates the approval of registration to the deans of studies. The same applies to the approval of completion of theses outside the university in accordance with sections §24(3) / §24(4) of the bachelor SPO (general part) / sections §18(3) / §18(4) of the masters SPO (general part).

The following process applies for all study programmes (§§ in the table refer to the Implementing Provisions F-BIS)

process	time
1) The student decides on a topic, finds a WI faculty professor as primary supervisor (cf. §3 (2)) and together with them, decides the following issues: <ul style="list-style-type: none">• are the academic requirements as per §2 met• thesis start date §3 (1)• suitable secondary supervisor §3 (2)• is a confidentiality agreement as per §3 (3) necessary• is an extension as per §3 (4) necessary	Bachelor: start of 6th semester Master: start of 2nd semester
2) The student <ul style="list-style-type: none">• downloads WI faculty's thesis registration form (<i>Thesis-Anmeldeformular</i>),• saves it locally and• completes it, using Adobe Acrobat Reader, ensuring all statements made are correct,• signs it and• submits it to their primary supervisor. <p>Please note the hints on completing the form on its first page.</p>	
3) The primary supervisor check the form to ensure it is complete and correct → everything okay? if not: <ul style="list-style-type: none">• The primary supervisor contacts the student by email: something is not okay• The student completes the form again, signs it and re-sends it if yes: <ul style="list-style-type: none">• The primary supervisor contacts the student by email: everything as should be• The primary supervisor signs the form <p>The primary supervisor collects all documents required for registration:</p> <ul style="list-style-type: none">• WI faculty's thesis registration form complete with signatures• if applicable: extension of thesis completion time limit for as per section §3 (4)	Ideally prior to thesis start date: Either 01st Sept. or 01st March <u>(strongly advised but not required for BCM)</u>

<ul style="list-style-type: none"> • if applicable: confidentiality agreement as per section §3 (3) 	
4) The primary supervisor submits the complete registration (including all documents) with the dean's secretarial office (Dekanatssekretariat). <ul style="list-style-type: none"> • Here, all thesis documents will be collected by study programme. • The dean signs the confidentiality agreement 	01st April 15th Oct. <u>(strongly advised but not required for BCM)</u>
5) WI deans of studies will check amongst others the confidentiality agreements, the extensions and admission criteria in accordance with section §2 against a list provided by the examinations office (<i>Prüfungsamt</i>). They will then sign the thesis registration. Where this is not possible, the primary supervisor will be informed accordingly.	01st April. 15th Oct. <u>(strongly advised but not required for BCM)</u>

§4 Presentation

The faculty delegates the decision regarding the date and format of the oral presentation to the primary supervisor. This is in accordance with section §25(8) of the bachelor SPO (general part) / section §19(8) of the master SPO (general part).

§5 Submission and grading of bachelor and master theses

Section §25(1) of the bachelor SPO (general part) / §19(1) of the master SPO (general part) apply. For internal theses, the faculty requires a total of three printed and bound copies including documentation in electronic format. For external theses, the faculty requires two printed and bound copies including documentation in electronic format. If so agreed with both the primary and secondary supervisor, the number of printed and bound copies may be reduced.

§6 Structure of composition

The composition (DIN A4 format) is normally required to follow the following structure. The exact format and structure are to be agreed with the supervisors.

- cover with chosen design
- title page
- summary and abstract
- *Eidesstattliche Erklärung* (affidavit)
- table of contents
- list of symbols and abbreviations used (optional)
- list of tables and illustrations (optional)
- main text
- bibliography
- appendices (optional)
- acknowledgements (optional)

§7 Coming into force

These regulations are valid from the winter semester 2022/2023 onwards.