

# Notes for the Thesis by Faculty of Business Information Systems: Bachelor and Master

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## a) Notes on the non-disclosure agreement

Only the current HFU non-disclosure agreement can be used for confidentiality agreements with companies - **there are no exceptions**. After the thesis has been registered, no non-disclosure agreement can be made afterwards.

**Please note the following possible cases, which you need to discuss with your supervisors (Alternatives A1 to A3):**

- A1: Non-disclosure agreement necessary; 2 copies of the HFU form with signatures from the company and the first supervisor have to be shown in the dean's office.
- A2: Non-disclosure agreement necessary; Company not sign
  - Find a new thesis topic!
- A3: Non-disclosure agreement necessary; Company does not sign – there is no non-disclosure agreement possible.
  - If necessary, create two thesis versions: with secret content for the company and without secret content for HFU.

Before the dean signs the non-disclosure agreement, the responsible first supervisor has to sign.

## b) Notes for the extension of the thesis

- If the need for an extension is established: Complete extension form with Thesis application and attach with all signatures.
- Otherwise: Request an extension of the submission deadline (at the latest 4 weeks before)

**The following process must be followed in this case:**

1. Student submits the request: Form see download area for the thesis; fill in with explanation for the extension and signature, send to first supervisor (if necessary, by email).
2. confirmation by first supervisor with signature
3. Approval by Dean and forwarding to the Dean's Office.

## c) Notes on Thesis Seminar (only Bachelor programs)

- The assignment for this module is done automatically by the exam's office with registration of the thesis.
- Supervising professors are the first mentors of the thesis: They are responsible for giving professional advice and detailed instructions on the execution of the of the thesis seminar and they assign the mark. How the supervision takes place is agreed upon between the first supervisor and the student.

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## d) Note on the submission of the thesis

- Send the thesis on time (end of the work period), in a digital version to the first and second supervisor. Please note: Ms. Bianchi in CC ([biw@hs-furtwangen.de](mailto:biw@hs-furtwangen.de))
- The following rules regarding the delivery conditions must be kept:
  - At the latest two weeks after the electronic sending, 2 printed and bound copies must be sent **by enrollment** to:

**Furtwangen University**  
Attn. Ms. Bianchi  
Office of the Dean WI  
Robert-Gerwig-Platz 1  
78120 Furtwangen

If the second supervisor should also receive a print copy, the student must clarify this with the second supervisor.

Note: A data CD is no longer required.

- Binding of the work must be done within the deadline.
- It is not enough that the work is in the magazine for printing.
- As a sample for the cover sheet, i.e., the outer cover page of the bound, the template of the faculty with the HFU logo must be used.
- (Cover sheet at least 160 g/m<sup>2</sup>). Other, freely designed cover pages are not permitted!
- If the second referee is an employee of an external company, the student is responsible for submitting a copy of the paper to the external person.

## e) Thesis Presentation:

- Organize the thesis presentation, coordinate it with the supervisor and present it.
- For the assignment of marks with external supervisors - please inform about the HFU evaluation scheme in advance.

15.02.2022

Dean's Office Faculty of Business Information Systems/biw