

Notes on thesis registration

Please read and watch the video!!!

- You can find all explanations in the video <https://t1p.de/thesis-wi>
- Please only use **Acrobat Reader DC** for Windows or MacOS (**not** Android or iOS). You can get the reader at <https://get.adobe.com/de/reader/>
- Please activate **JavaScript** in the reader before opening the thesis registration. See the video for details. If JavaScript is activated, activating one checkbox deactivates the other. Try it out here!
- If you do not have a computer with Acrobat Reader DC available - not even with fellow students - please contact the **Dean's Office** (biw@hs-furtwangen.de).
- After completing the form, you have two options to continue:
 - Sign in Acrobat Reader DC and **email** the form to your first supervisor. You can see how to do this in the video given above.
 - **Or print out** the form in good quality, sign it and pass the registration on to your primary supervisor for signature.
- Before you pass on the registration form, check if possible with your smartphone whether the **QR code** on the form contains your data.

Please note that this is a translation meant exclusively as an aid to understanding the German document which is the only legally binding version. The translation provided by Furtwangen University is a mere courtesy and is NOT legally binding. Should the translation contain any mistakes these do not affect or change the meaning of the German original.

Please note: §32, §34 LHG; §18, §19 of the Master SPO's General Section as well as the relevant faculty's implementation regulations and the SPO's Specific Section.

Registration Master Thesis (Students)				Faculty:	
Registration for		<input type="checkbox"/> Winter semester 20__ / __		<input type="checkbox"/> Summer semester 20__	
Last (family) name, First	Date of birth	Degree course	Semester	Student ID	
Thesis Topic					
<input type="checkbox"/> Extension		Date		Student's signature	
<input type="checkbox"/> Confidentiality agreement needed					

Please note: The master thesis registration has to be submitted to the faculty office within the re-registration period (normally 1st September or 1st March). A late registration is subject to charges.

Acceptance of Thesis Application (Faculty Examination Board)			
1. First examiner (supervisor)		Date	Supervisor's signature
2. Second examiner (co-supervisor)		Company/Institution where thesis is written	
The Faculty Examination Board accepts the thesis application			
Start of lead time	Submission deadline	Date	Course director's signature
Filled out by the faculty			
Deadline extension		Date	Course director's signature
<input type="checkbox"/> Extension granted			

Please note: Normally, the start date (start of the lead time) is on the 1st of March in the SS or on the 1st of September in the WS. Submission deadline (6 months after the start date) normally is on the 31st of August in the SS or the 28th of February in the WS. In case of extension (max. 3 months) the submission deadline normally is on the 30th of November or on the 31st of May. The thesis has to be submitted to the relevant faculty office. A thesis which has not been submitted within the deadline will be graded as not sufficient (5,0).

Submission (Faculty office)

The faculty office has received ____ copy/copies of the completed thesis (documentation).
Additionally submitted: _____

Date

Faculty office signature

Assessment (Supervisor, Second Examiner)

Individual grades *)

Date

First examiner's signature

1. First examiner:

Date

Second examiner's signature

2. Second examiner:

Final grade:

Data entry (examination office)

: 2 =

Date

Signature

Place of writing:

☐

Inland

☐

Abroad

(Name of country)

Assessment for other exams (e.g. thesis seminar)

Description

Date of exam

Assessment

Date

Course director's signature

Please note: *) Students can only be graded with the following marks: 1,0; 1,3; 1,7; 2,0; 2,3; 2,7; 3,0; 3,3; 3,7; 4,0; 5,0.

Remarks:

Final Thesis Topic:

Final Thesis Topic in English:
