

Registration of the Thesis – Explanation especially for students of the courses of study Sustainable Business and Technology and of Sustainable Business and Law

The following steps must be done

First Step under point 1 on the application form: Verification of the application requirements by the Examination Office

- Special Application form for the **Thesis for SBT and SBL** (in German with English Translation), see on the racket at the examination office and see downloads on the internet Page of the examination office in the Downloads for students
- at least **120 ECTS** must have been achieved
- All examinations from the first, second and third semester must have been passed
- Date of announcement of the last exam (when 165 ECTS are achieved)
- Registration at the latest during the deadline of one year after 165 ECTS are achieved and are officially announced by the Examination Office
- Check with the Examination Office if it is the first or the second attempt

Second Step under point 2 on the application form: Confirmation of the two Examiners

- Selecting the Topic of the Thesis between the students and the two examiners (Point 2 of the form)
- Date of the receive of the topic must be filled in by the first examiner at point 2a (= Start of the deadline of the processing time of the thesis)
- Signatures of both examiners at point 2a and of the students at point 2b!

Third Step under point 3 on the application form: Final application and determination of the submission deadline at the Examination Office

- Check if Registration is within deadline by the examination office
- Setting of the Submission deadline (= 9 weeks from the day of the receive of the topic) by the Examination Office

Registration Deadline = 12 Months after Announcement of 165 ECTS

- Start from the official Announcement of the last examination
- Announcement by the official posting at the Examination Office

Examiners = One must be a professor of the Department Umweltwirtschaft/Umweltrecht (Environmental Business/Environmental Law) or of the Department Umweltplanung/Umwelttechnik (Environmental Planning/Environmental Technology). Examiners must have at least a comparable qualification to the bachelor's degree or higher.

Repeat attempt: If you do not pass the first attempt of the thesis, you can repeat the thesis once.

Exception: Plagiarism. Then the repetition can be excluded by the Examination Board.

Submission Deadline: The submission deadline can be excluded up to four weeks in urgent cases, especially in the case of illness (Medical Certificate is necessary!!!)

Cancellation of the topic: Within one-third of the processing time (the first three weeks after the receipt of the topic) the topic of the thesis can be officially returned/cancelled via the examination office, and a new topic can be registered within three months after the returning of the topic. This will still be considered as the first attempt.

Registration second attempt: If you did not pass the first attempt you can register a second attempt during a deadline of

- three months in case of returning/cancelling the topic
- three months after receiving the official letter of the Examination Office if the thesis is graded "failed" (maybe not possible, in case of a cheating attempt (see Exception above)

Grade improvement: No, for the thesis a grade improvement is **not** possible!