



Guidelines for Preparing your Final Thesis

To ensure a smooth running of your thesis, we recommend you to contact your supervisor on a regular basis. The following recommendations are based on past experiences and are designed to help prevent common problems that you may experience as well. They should facilitate the process of preparing your thesis for both sides. Please note that the following list is not meant to be an exhaustive list. Thus, kindly contact your supervisor in a timely manner if problems or questions arise during the course of your thesis.

How can I keep my supervisor informed?

- When receiving your topic from the examination office, please inform your supervisor via e-mail about your submission date (see FlexNow).
- For master theses: Please plan an appointment for your colloquium after about 30-50% of your working time. Please contact us proactively and in time for such an appointment. The colloquium is part of your examination and is compulsory.
- Give us occasional updates about the progress of your thesis. For example, you may send us an e-mail every two to four weeks. This helps to identify possible problems early so that you may rectify them in time.
- Send a draft of the structure of your thesis within approximately two / four weeks after the start of your Bachelor / Master Thesis.
- In order to prevent formal problems, please inform your supervisor and the examination office in case of deferrals of the planned deadline for submitting your thesis— due to sickness, change of university, etc.. At the examination office, you will receive the respective information on the maximum extent to which a postponement of the deadline of your thesis is possible or in which cases the postponement can lead to a cancellation of your thesis.

What we would like to discuss with you at any time:

- Questions about the structure or topical restriction / content
- Questions about techniques of scientific work
- Questions about the Word-Template
- Questions about the formal process of your thesis or the conditions of the submission (please also consult the responsible examination office for formal questions)

What we unfortunately are unable to help you with:

Since the thesis is ultimately your own examination performance, we are unable to provide detailed support, such as with specific phrasing. Fundamentally, we expect an independent way of working.

Best wishes to you for success!