

## **Registration of the Thesis – Explanation especially for students of Sustainable Business and Technology**

The following steps must be done

### **First Step: Verification of the application requirements by the examination office**

- Special Application form for the Thesis for SBT (in German with English Translation), see downloads on the internet Page of the examination office, Downloads for students
- at least 120 ECTS must have been achieved
- All examinations must be passed from the first, second and third semester
- Date of the last exam (when 165 ECTS are achieved) and the Deadline for registration when 165 ECTS are officially announced by the examination office
- Check if it is the first or the second attempt

### **Second Step: Confirmation of the two Examiners**

- Topic of the Thesis
- Date of the receive of the topic (= Start of the deadline of the processing time)
- Signatures of both examiners and of the student!

### **Third Step: Final application and determination of the submission deadline at the examination office**

- Check if Registration is within deadline
- Submission deadline (= 9 weeks from the day of the receive of the topic)

### **Registration Deadline = 6 Months after Announcement of 165 ECTS**

- Start from the Announcement of your last examination
- Announcement by posting at the examination office

**Examiners** = One must be of the Department Umweltwirtschaft/Umweltrecht (Environmental Business/Environmental Law)

Examiners must have at least a comparable qualification to the bachelor's degree or higher.

If you do not pass the first attempt, you can repeat the Thesis once. Exception: plagiarism. Then the repetition can be excluded.

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

Within the first third of the processing time (=within 3 weeks) the topic of the thesis can be officialy returned by the examination office and a new topic can be registered.

Registration second attempt: during a deadline of

- three months in case of returning of the topic
- three months after receiving the official letter if the Thesis is graded “failed”

For the Thesis a grade improvement is **not** possible!