

Notes on registration and submission of the final theses and preparation of final documents in the UW/UR department

1. **Step 1 Examination Office:** First check at the Examination Office under point 1 of the registration form whether the registration is on time and whether the registration requirements according to the (subject) examination regulations (PO) have been fulfilled
2. **Step 2 look for examiners (Bachelor/Master)**
 - Two examiners (first examiner and additional examiner) must be appointed to supervise and assess the thesis in consultation with the selected persons. The first examiner enters the date on which the topic is officially handed over, which is the start of the deadline for the completion period; both examiners and the students must sign the registration form (see point 2 of the registration form).
 - **As a rule, at least one of these examiners must be a professor in the Department of Environmental Business/Environmental Law, please see regulations of the respective (subject) examination regulations (PO) of your degree program!**
3. **Step 3 Registration of the final thesis at the examination office**
 - The final registration of the thesis is made at the Examination Office under point 3 of the registration form on the completed registration form; the original of the registration form must be kept by the student and handed in with the thesis.
 - **Important:** Please also read the relevant paragraphs on the final thesis/colloquium in the (subject) examination regulations of your degree program!
- 3a. **Registration of the BACHELOR's final thesis**
 - Registration is only possible after fulfilment of the registration requirements: Recognition of previous practical training (if required), at the earliest after achieving 120 or 150 ECTS points, if applicable, successful completion of achievements from specified semesters (e.g. all achievements from semesters 1-3), if applicable, proof of successful completion of vocational training for dual study programs
 - **Registration at the latest** within six / twelve months (see respective (subject) PO) after completion of the last examination (announcement of 165 or 195 ECTS, notice at the examination office, date can be requested there), **otherwise the thesis is deemed to have been failed for the first time.**
 - The processing period begins on the day the topic is issued under point 2a of the registration form (= start of deadline) and is up to 9 weeks
- 3b. **Registration of the MASTER's final thesis**
 - Registration only possible after fulfilment of the registration requirements if applicable, e.g. at the earliest after achieving a minimum number of ECTS credits and successfully completing coursework from specified semesters
 - **Registration no later than three / six months** (see respective (subject) PO) after the announcement of the last examination performance (= announcement of 90 or 60 ECTS, notice at the examination office, date can be requested there), **otherwise the thesis is deemed to have been failed for the first time.**
 - The processing period begins on the day the topic is issued under point 2a of the application form (= start of deadline) and is up to 3 or 6 months / up to 12 or 28 weeks (see the (subject) examination regulations). In justified individual cases, it may be extended by the chairperson of the examination board by the periods specified in the (subject) examination regulations. In certain cases, the processing time may be extended from the start; please enquire at the Examinations Office (e.g. Master UBW)
4. **Submission of the final thesis (Bachelor and Master)**
 - Submission in the departmental secretariat no later than the submission deadline according to the registration form under point 3 (Dep. UW/UR: room 12/011 during the opening hours Mon - Fri 10:00 to 12:00 hrs, by way of representation the secretariat of the Dep. UP/UT: room 24/029, during the opening hours). Please make an **appointment** in good time for the submission.
 - **2 examples of the thesis must be submitted in hard binding (NO ring binding!).**
 - The original registration form must be submitted with the thesis.
 - **Important:** The work must contain a written assurance from the students that they have written their work independently and have not used any sources and aids other than those specified and listed, that AI systems in particular have only been used with the permission of the examiners and in accordance with the specified regulations and that the text passages created with them have been clearly marked and critically checked for technical accuracy (= Declaration of independence, which must be included in the bound versions and in the thesis file. In the case of group work, assurance is provided for the appropriately marked part of the work.
 - If the work is blocked, the note "Sperrvermerk"/"Blocking note" must be included in the bound versions and in the pdf file of the work.
 - The cover sheet must include the surname and first name of the candidate with matriculation number, title of the thesis, degree (e.g. B.A.), department, degree program, examiners and semester of submission.

Please turn around!

- In addition, the thesis must be submitted as a PDF document. This file must be transmitted via an upload link to the data protection-secure sharing program Seafile of Trier University of Applied Sciences, which can be found on this internet page: <https://www.umwelt-campus.de/en/study/information-service/examination-office/abgabe-abschlussarbeit> . This requires **logging in with the university account**. Questions can be clarified with the department secretary in good time before the submission deadline.
- The content of the PDF document must correspond exactly to the written example inclusive with the cover sheet and must be searchable (e.g. created using FreePDF). The file name must be assigned as follows:
Filename without blocking note: Year_Month_Surname_Firstname.pdf
Filename with blocking note: Year_Month_Surname_Firstname_BLOCKED.pdf

5. Colloquium of the final thesis

- Appointment: After submission of the final thesis, an appointment will be arranged between the candidate and the examiners, **provided that the written work is graded at least “sufficient”**. Candidates must reserve a room via UCB-Contact and arrange the necessary technology for their presentation (beamer, PC, etc.). A colloquium before submission of the final thesis or if the written thesis has not been passed **is not possible**. An appointment is **not** yet a confirmation that the written work has been passed, but only a preparatory organizational measure. If it is determined that the written work has not been passed, the appointment for the colloquium will be cancelled.
- If candidates or examiners cannot be present in person for valid reasons, this examination can be conducted via online systems of Trier University of Applied Sciences, such as BigBlueButton or Teams, using the special agreement for conducting online oral examinations and with the agreement of all involved participants.
- After permission by the examinees, guests may attend the colloquium without the right to ask questions.
- Important: The colloquium for the final thesis is an examination procedure. If the date is in the new semester (from 1 September start of the winter semester or 1 March start of the summer semester), students must re-register for the next semester even if it is the last examination procedure! The colloquium cannot take place without re-registration to this semester!

6. Consultation with the examination office to prepare the final documents of the degree

- **Contact the Examination Office as soon as possible after the passing of the thesis and the colloquium to clarify the details regarding the preparation of certificates**
- Once all questions have been clarified, the final documents are prepared by the Examination Office; the processing time usually takes around 8 to 10 weeks.
- After notification of completion via email of the Examinations Office, the final documents can be collected from the Examination Office during opening hours or by individual appointment.
- Final documents will only be sent by post if a DIN A4 or B4 envelope labelled with the current address and **stamped with EUR 6.45** is deposited at the Examination Office.
- An identity card must be brought along for personal pickup.
- In the case of collection by a person authorized by the graduate, this person must present a written authorization for collection signed by the graduate as well as a copy of the front of the graduate's identity card and their own identity card to the Examination Office.