

## **Information Sheet: Organisational Guidelines for the Final Paper**

### **I Assignment of the thesis topic**

The requirements for issuing the topic of the thesis set out in the subject-specific study and examinations regulations applicable to your degree (see [www.hs-ansbach.de](http://www.hs-ansbach.de) → university → official publications → thematic overview of the statutes (non-official) ◇ Study and Examination Regulations for individual degree programmes). In this context, please also refer to the General Examination Regulations of Ansbach University of Applied Sciences (APO; see [www.hs-ansbach.de](http://www.hs-ansbach.de) → university → official publications → thematic overview of the statutes (non-official) → General Examination Regulations).

### **II Supervisor, topic, processing period and registration of the thesis**

1. You should look for a supervisor (a professor or lecturer with 'special responsibilities') to be the first assessor, either at Ansbach University of Applied Sciences or a partner university. If you are unable to find a suitable supervisor, despite your best endeavours, please contact the relevant examination board (see [www.hs-ansbach.de](http://www.hs-ansbach.de) → for the respective degree programme).
2. The topic of the thesis is determined by the supervisor (first assessor) in collaboration with you and then registered in writing with Student Services using a form signed by all the parties involved (see [www.hs-ansbach.de](http://www.hs-ansbach.de) → Service → For Students → Audits and service provision → Final Paper)

A topic may be issued to several students to work on simultaneously as a group provided it is ensured that the individual contribution of each student is identifiable and can be evaluated separately as an individual achievement. Each of the students must then submit the required number of copies and sign the declaration (see below) with respect to the part of the thesis they have written. Please discuss further details with your supervisor.

3. The processing time for your thesis topic will be determined by your supervisor and recorded in writing on the above-mentioned form. The supervisor must observe the legal framework conditions in accordance with the General Examination Regulations of Ansbach University of Applied Sciences (APO) as well as the relevant Study and Examination Regulations (SPO).

### **III Extension of the deadline for the processing time or return of the topic of the thesis**

Applications to extend the processing time or the period for returning the topic, should be submitted in writing to the relevant examination board and Student Services at least two weeks before the deadline, stating the reasons for the request. These reasons, which may be for example, illness or other circumstances beyond your control, must be substantiated.

### **IV Declaration**

The following declaration should be integrated into the thesis on the second page after the topic details and signed in the original by the author (**in German**).

**Erklärung**

„Ich versichere, dass ich die Arbeit selbständig angefertigt, nicht anderweitig für Prüfungszwecke vorgelegt, alle benützten Quellen und Hilfsmittel angegeben sowie wörtliche und sinngemäße Zitate gekennzeichnet habe.“

Ort, Datum \_\_\_\_\_ Unterschrift \_\_\_\_\_

**V Re-registration**

The submission of the thesis (including the colloquium or oral defence) constitutes the completion of an examination. You must remain enrolled until the outcome of the final examination performance is received (the final examination is passed) i.e., you should ensure that you are duly re-registered in advance. Further information on re-registration can be found at [www.hs-ansbach.de](http://www.hs-ansbach.de). If you have any questions, please do not hesitate to contact the appropriate member of staff at Student Services who will be happy to advise you further.

**VI Final documents**

We will notify you when the final documents are ready for collection