

Process diagram master's thesis

Due to the ongoing coronavirus pandemic, submission as PDF file may be sufficient. Please contact your supervisor.

Registration of the thesis

Student contacts potential supervisor.

Student and supervisor discuss potential topics.

Upon agreement of the topic, student and supervisor fills out „[Registration Form Master's Thesis](#)“.

Supervisor sends signed registration form to the Student Services (Studienbüro VWL, L 1, 1 - Raum 128).

Postponement of submission deadline

In **exceptional** and **justified** cases, the examination committee may extend the deadline by up to four weeks.

Student explains reasons of delay to supervisor and fills out "[Extension of Master's Thesis](#)" no later than one week before original submission deadline.

Supervisor forwards signed document to the program management.

Examination committee informs student and supervisor about the decision.

Submission of the thesis

Student submits a copy of finished master's thesis in paper (and digital) form to supervisor.

Supervisor confirms timely submission via email to Student Services.

Supervisor grades thesis and writes a short a statement.

Supervisor submits grade via Portal2 within two months.