

Information sheet: Thesis submission (MEM)

This document is a non-binding guideline for registering a master's thesis via SharePoint. The statutory provisions of the University (RaPO, APO, SPO) take precedence in case of doubt.

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1. Requirements for Master's Thesis registration

Requirement for registering a Master's Thesis in MEM:

- Minimum of 40 ECTS

Completion period:

- 6 months from the date of registration

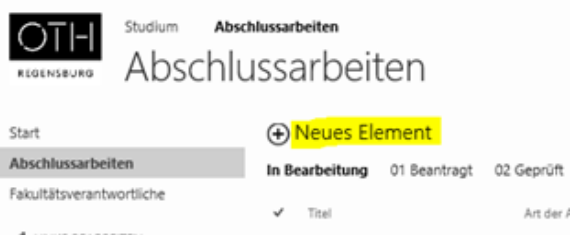
2. Registration process via SharePoint

- a. To register your Master's Thesis ("Abschlussarbeit"), navigate to the University SharePoint:

https://sp.hs-regensburg.de/studium/abschlussarbeiten/_layouts/15/start.aspx#/Lists/Abschlussarbeiten/InBearbeitung.aspx

Please note: To access the SharePoint you must be logged into the University network on-site or via VPN. Here is more information on [installing a VPN client](#).

- b. Begin registering your Master's Thesis by clicking on "Neues Element" (New Element).



c. Fill in the information in the form (see screenshot below).

Fakultät:

Studiengang:

ABSCHLUSSARBEIT - AUSGABE DES THEMAS:
[nach § 21 der Allgemeinen Prüfungsordnung (APO) der OTH Regensburg]

Bei Personensuchfeldern sollten zur eindeutigen Zuordnung E-Mailadressen verwendet werden.

Art der Abschlussarbeit:

Student/in (E-Mail):

Matrikelnummer:

Studiengruppe:

Anschrift:

Telefonnummer: *

Ich bestätige, dass die prüfungsrechtlichen Voraussetzungen zur Anmeldung der Abschlussarbeit erfüllt sind: *

Ich bestätige hiermit, dass ich mein komplettes Studium als Teilzeitstudium absolviere:

Falls der Beginn der Bearbeitungsfrist (= Ausgabedatum) meiner Bachelorarbeit entweder im Zeitraum 01.10. bis 14.10. oder im Zeitraum 15.03. bis 30.04. liegt, bestätige ich hiermit, dass ich zum Zeitpunkt dieses Fristbeginns mindestens eine weitere Prüfungsleistung aus dem Pflicht- oder Wahlpflichtbereich neben der Bachelorarbeit noch nicht abgelegt habe.

Check here to confirm that you meet the requirements to register your master's thesis.

Check here if you are a part-time student.

Check here if you are registering your thesis between Oct. 01 and Oct. 15 or March 15 and March 30, **and** you still have at least one more course to complete.

Aufgabensteller/in (E-Mail):

Tel. Aufgabensteller/in:

Zweitprüfer/in (E-Mail):

Thema:

(Angabe der Zeugnissfassung später noch möglich)

Thema in englischer Sprache oder weitere Details:

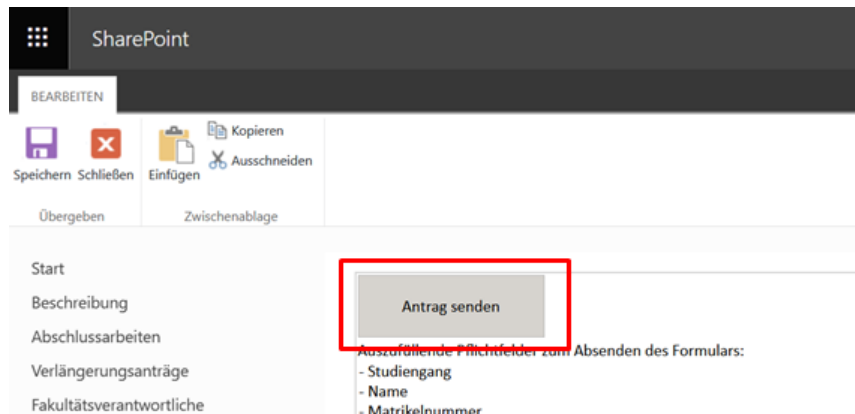
Der Aufgabensteller oder die Aufgabenstellerin betreut die Abschlussarbeit.

Die Abschlussarbeit wird außerhalb der Hochschule durchgeführt:

Ausgabedatum:

Abgabetermin:

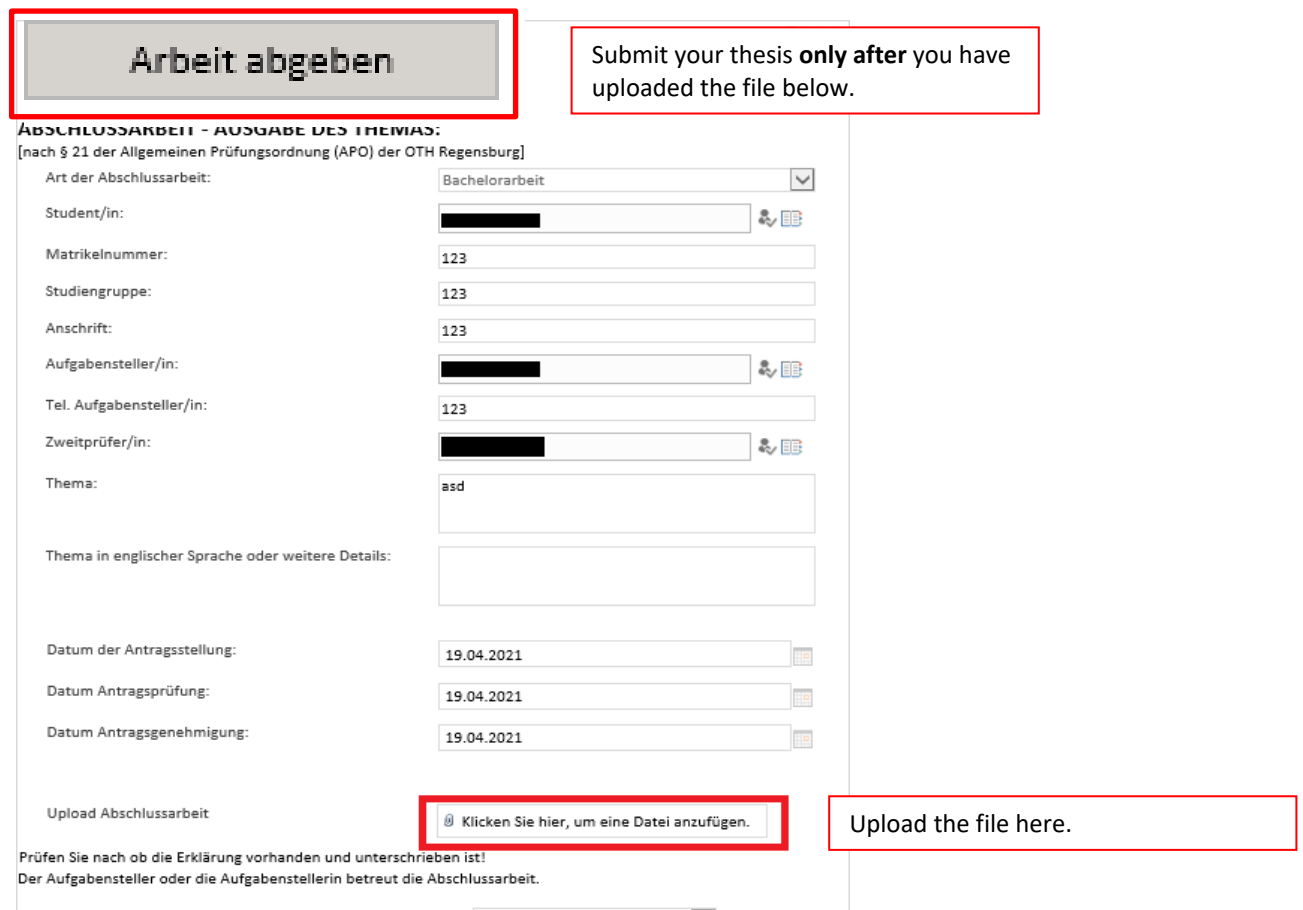
- d. When you have completed the form, scroll back up to the top of the page. A new button has appeared where you can submit the registration (“Antrag senden”; see screenshot below).
If the button has not appeared, that means some required information is still missing.



- e. Once you submit the form via “Antrag senden”, the registration will automatically be sent to the examiner. They can then approve the thesis registration.

3. Submission process via SharePoint

- a. When you are finished with your master’s thesis, you can upload the file via SharePoint in the field “Upload Abschlussarbeit”. Then click on “Arbeit abgeben” at the top of the page to submit the file (see screenshot below).
b. You should also submit a hard copy of your master’s thesis to your supervisor.



4. Request to extend completion period

If you require an extension to the thesis deadline, you should submit a written explanation for the reasons for the delay to the head of examination committee at least two weeks before the deadline. In addition, the thesis supervisor has to agree to the extension in written form.

5. Grading

After the examiner has finished correcting your master's thesis, the final grade for the thesis will be submitted to the university examination office and uploaded onto the SSP (QIS) system. The examiner has six weeks to correct your thesis, and the registration of the final grade by the examination office can take one week. The grade for the master's thesis consists of 75 % for the written thesis and 25 % for the defense.