

Set of Forms for Final Thesis

This set of forms contains all forms which are required for the final thesis:

Form A

Application for assignment of final thesis

After specification of the topic, supervisors, deadline and confirmation by the Chairman of the Examination Board

→ Form is forwarded to the Central Examination Office

Form B

Grading of the final thesis

Form must be submitted to the Central Examination Office

Form C

Application for extension of the final thesis submission deadline

-Only if required-

→ Form is forwarded to the Central Examination Office

Students from the campuses Künzelsau and Schwäbisch Hall can also submit the forms and the final thesis in the service secretaries' offices.

1. Assignment, deadline, submission of the final thesis

(To be filled in together with the supervisor)

Last name: _____ First name: _____

Degree program: _____ Semester: _____ Matr.-No.: _____

Street: _____

Postcode: _____ City: _____

Telephone: _____ E-mail: _____

I am applying for the assignment of my final thesis that shall have the following title:

.....
.....
.....

Furthermore, I am applying for admission to any examinations which accompany the final thesis, but are legally independent (e.g. colloquium).

Student's signature

2. Confirmation of supervising professor - Proposal for a second examiner

(To be filled in by the supervising professor)

Supervisor: _____

I confirm that the student with the topic listed under A. will be supervised and that the following prerequisites for final thesis assignment are fulfilled:

- Adherence to the assignment time according to Sec. 26 (1) SPO AT (Bachelor) And Sec. 21 (1) SPO AT (Master)
- Proof of successful participation in the practical semester (exception of Master, as well as courses of study BKB and BS).

The date of final thesis registration is (please enter date) _____

It is confirmed that the student will only start working on the thesis as of this date.

As second examiner, I propose _____.

Signature of the supervising professor

Note: For additional information on confidentiality agreements, if necessary, as well as on publication of final theses (insofar as intended), see the following link:
https://www.hs-heilbronn.de/4076623/rechtliche_Rahmenbedingungen_fuer_wissenschaftliche_Arbeiten_von_Studierenden

3. Assignment of the final thesis by the Chairman of the Examination Board, specification of submission deadline

(To be filled in by the Chairman of the Examination Board or his deputy)

The topic applied for in part A is hereby assigned according to Sec. 21 SPO (Master Thesis) or Sec. 26 SPO (Diploma Thesis/Bachelor Thesis) to

Ms./Mr. _____

The second examiner will be: _____

The student has been informed that the final thesis must be submitted in a timely fashion, at the latest on _____

to the Examination Office. At the same time, two additional copies must be submitted to the supervisor for assessment by the first and second examiners.

Definitive for adherence to the deadline is submission of the thesis to the Examination Office.

The Examination Office shall confirm receipt of the thesis.

**Signature of the Chairman of the Examination Board
or his deputy**

On the _____, one copy apiece was handed out to:

- the Examination Office
- the student
- the supervisor of the final thesis (with assessment sheet)
- the second examiner
- the Examination Board (filing)

Grading of the final thesis

The student

Last name: _____ First name: _____

Degree program: _____ Semester: _____ Matr.-No.: _____

was assigned the final thesis with the following topic on _____:

.....
.....
.....

The final thesis includes content for sustainable development. I confirm that there is no confidentiality agreement regarding the thesis topic and that it can therefore be disclosed.

Date, signature of the supervisor

Important: The topic named above appears on the certificate and can only be processed correctly if it is **clearly legible**. The topic is generally printed in lower case letters; individual terms in capital letters must be identified specially.

The thesis was assigned the grade _____.

Presentation/seminar on _____ was assigned the grade _____.

Name of the supervisor

Date, stamp, signature

Name of the second examiner

Date, stamp, signature

Note: According to Sec. 27 SPO (Bachelor Thesis, Diploma Thesis) or Sec. 22 SPO (Master Thesis), the final thesis must generally be assessed by two examiners. The evaluation procedure shall not exceed four weeks.



Application for extension of final thesis submission deadline

Last name: _____ First name: _____

Degree program: _____ Semester: _____ Matr.-No.: _____

Street: _____

Postcode: _____ City: _____

Telephone: _____ E-mail: _____

The final thesis with the following topic was assigned to me on (date of assignment of the final thesis)
_____:

.....
.....
.....

Advisor: _____

Second examiner: _____

Due to the following reasons listed below, I am applying for an extension of the submission
dealine of my final thesis _____.
(Note: The deadline for submission of the final thesis can be extended by a maximum of 2 months.)

Reasons for the extension (attach documents if necessary):

.....
.....

student's signature

Permission of the supervisor:

The extension is granted:

signature of the advisor

Consent of the Chairman of the Examination Board:

The deadline will be extended until _____

signature of the Chairman of the Examination Board