

## Information on the degree thesis

Dear students

The application for the thesis should be submitted electronically to the Exams Board of the Faculty of Business, Computing and Law (<https://thesis.th-wildau.de/>).

Here is some important information about writing your degree thesis:

1. The thesis must include the Title Page that is attached to the confirmation email.
2. The summary/abstract should be written in both German and English. This should come after the cover sheet or the notice of non-disclosure.
3. The last page of the thesis, after appendices, list of references etc, is the Statement of Authorship. You should sign this statement in all copies of the thesis.
4. The thesis must be firmly bound, for example in hardcover form; spiral binding is not permitted. Please note: You can arrange an appointment for the binding with the university Copy Workshop at a cost of 5€ per copy in Building 13 under the extension 141 or via mail: [kopierwerkstatt@th-wildau.de](mailto:kopierwerkstatt@th-wildau.de)
5. In the Faculty of Business, Computing and Law (FBCL), there are no other formal requirements for the design of the thesis. On our website you will find more advice on the subject.
6. After completing the thesis you should hand in three copies: one is for the library, the other two for the supervisors/assessors. You must provide a digital copy of the thesis on a CD for all three copies which should be attached to the inside back cover. The CD must be labelled with the type of thesis (Bachelor or Master), the author's name and the registration number of the thesis.
7. All three copies should be submitted to the Dean's office, FBCL, personally or by post. If by post, the date of submission will be taken from the incoming mail stamp. If the deadline for submission date falls on a Saturday, Sunday or bank holiday, the thesis is to be handed in on the next working day.
8. Should a note of non-disclosure be necessary, please be aware of the following (Framework of Regulations of the TUAS Wildau §27 (3)): as a piece of academic writing, the thesis should be in the public domain. In exceptional cases, you can apply for a non-disclosure time of no more than five years. During this period the contents of the thesis cannot be made public by members of the university. Further claims do not exist. Applications for non-disclosure should be made no later than two weeks before the thesis submission deadline. Both the supervisor and the advisor of the thesis must agree in writing. Irrespective of this, students can appoint a part of the appendix with an indefinite period of non-disclosure when submitting their work. This part must be separate from the main body of the thesis. This indefinite and partial non-disclosure must also be applied for through the Exams Board. This non-disclosure must be stated in the thesis. It is recommended to do so on the cover page. The non-disclosure application process is done via the on-line thesis planner.
9. When applying for an extension, hand in a written request stating the reasons and including any relevant documentation to the Exams Board as soon as possible (before the deadline). Please refer to the relevant and current Study and Exams Regulations together with §27 Para. 2 of the Framework of Regulations for the maximum time allowed for an extension.
10. Please note: The Enrollment Regulations of the TUAS require you to register in time your intent on continuing your studies in the following semester. This is also applicable when the latest date to submit the thesis falls after the 31<sup>st</sup> of January or the 31<sup>st</sup> July or when the oral defence of the thesis is not registered for the current semester or when your thesis for whatever other reason cannot be handed in until the following semester. (After the successful completion of the thesis you can apply for the reimbursement of the semester fees. The form for this can be found on the website under "Formulare und Anträge".)

This information is based both on the Framework of Regulations and the relevant Study and Exams Regulations published in the Official Communications on the TUAS website.