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Comment on the registration procedure for the master's thesis

In order to register for your master's thesis, you need to fill in the official form which you can find in the download area of the exam office (Study office FB 03 / Studienbüro FB 03).

This involves two steps. At first, you have to fill in your name and student ID-number (Matrikelnummer) and hand the form over to exam office. Your form can be submitted electronically or in paper. To register for your master's thesis, you must have acquired a minimum of 60 ECTS in the QDEM.

The exam office will check if you meet the formal requirements for the registration. If so, you will receive the stamped form via e-mail a few days later. After that, your supervisor has to complete the form (i.e. title of your thesis, registration and submission date, signature, stamp of the chair) and you (or the chair) have to hand the form back to the exam office in order to complete the registration.

If you already know your supervisor / the chair you are writing at, you can mention it when submitting your registration form to the exam office. In this case, we can directly forward the stamped form to the supervising chair.