

Information on registering final theses

1. Requirements

In order to register your final thesis, you must fulfil pre-defined requirements that you can find in the currently applicable examination regulations for your degree programme.

As soon as you have fulfilled the requirements, the note 'Requirements to register the bachelor's or master's thesis fulfilled' will appear in your transcript of records.

2. Registration process

- Please print out a transcript of records (a transcript showing all your university achievements) from HISinOne yourself and take it to the first examiner.
- The first examiner will fill out a digital version of the form for registering final theses and email it to the relevant administrator in the Examinations Office.
- The Examinations Office will calculate the submission date for the thesis and send notification of this date by email to the student's University email address.

3. Time allowed

You can find the time allowed for the thesis in the currently applicable examination regulations for your degree programme. This time period starts on the date the topic is assigned (this date will be entered into the form by the first examiner).

4. Form

A total of three bound copies (including a declaration of own work) and an appropriate digital version (CD, USB stick) are to be submitted. The corresponding chair will establish requirements regarding the appearance of the thesis (cover page, font, etc.). For the Examinations Office, it is sufficient to print in black and white, preferably with adhesive binding and a transparent cover page.

You may decide whether you print your thesis on one or both sides.

It is mandatory that the declaration of own work carries your handwritten signature. A scanned signature is not sufficient.

5. Submission

You can submit your thesis in person either during consultation hours or at the front office.

You can find the corresponding opening hours here (in German):

[Examinations Office homepage \(uni-due.de\)](http://uni-due.de)

If you are unable to submit your thesis during these opening hours, you also have the option of posting your thesis in our after-hours postboxes by the LG building. It is possible to submit your thesis until 23:59 on the day of submission.

If you use the after-hours postbox, please submit your thesis in three separate envelopes and address these to 'Zentrale Annahmestelle für Abschlussarbeiten' (the central collection point for final theses) in room SG 032.

If you would like to send your thesis by post to the Examinations Office, please use the following address:

Universität Duisburg-Essen
Prüfungswesen
Annahmestelle für Abschlussarbeiten
SG 032
Geibelstr. 41
47057 Duisburg

6. External final theses/external examiners

If you would like to write your final thesis in cooperation with an external organisation, the consent of the relevant examination board is required.

7. Deadline extensions

The deadline for submitting the thesis can only be extended upon request, giving reasons for this. In this case, you must fill out the request form and submit the approved request to the Examinations Office. You can find the deadline for requesting an extension in the examination regulations applicable at the time.

You can find the request form here (in German): [Request for a deadline extension](#)

8. Recording the mark

As soon as the Examinations Office has received the reports from the first and second examiners, the overall mark of your final thesis will be displayed in HISinOne. You will not receive a separate email notification of this.