Registration for BA thesis

Registration for the BA thesis involves two steps: supervisor registration and final clearance. Retain this form until both steps are completed and only then hand it into the main office.

1. Supervisor registration

Register by 30 April for the following Autumn term / 15 November for the following Spring term. Please do not hand in the form after the first step, but only after the second step has been completed.

Student name________________________________________ Matriculation Number ___________________________

Have you previously sought supervision from, or discussed your ideas with, another member of staff? If yes, please give some background here:

________________________________________________________________________

________________________________________________________________________

Confirmed supervisor_______________________________________________________

Thesis topic_______________________________________________________________

________________________________________________________________________

Submission date (last Friday of each semester; check departmental homepage) _______________

Today’s date _______________ Supervisor signature ________________________________

Student signature____________________________________________________________

2. Final clearance (with study counsellor)

Register by 14 October (for Autumn term) / 15 March (for Spring term).

Requirements for thesis registration have to be met by the beginning of the term in which writing commences. Please make sure to contact your study counsellor well before the deadline. Registration becomes binding once this second step has been completed the form has been submitted at the secretariat.

☐ Registration requirements are fulfilled. Missing ECTS (excluding the Bachelor module) ______

ECTS awaiting entry in KSL ____

Study counsellor signature____________________________________Date ________________

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