

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. **Stay Abroad credits must be entered before this form can be signed.** Please make sure to contact your study counsellor well before the deadline. Registration becomes binding once this second step has been completed and the form has been submitted at the secretariat.

1. Have you completed the 1st BA Colloquium and if so, which semester & year? _____
2. Are you currently registered for the second part of the BA Colloquium (i.e. the same semester as you are writing your Thesis)? _____

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

ECTS awaiting entry in KSL _____

Study counsellor signature _____ Date _____