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 ____________

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