Registration
of thesis (B.Sc., M.Sc)

(unapplicable, internal ID) ...........................................................

<table>
<thead>
<tr>
<th>Bachelor of Science</th>
<th>Master of Science</th>
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<tr>
<td>☐ Computational Visualistics</td>
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<tr>
<td>☐ Computer Science</td>
<td>☐ E-Government</td>
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<td>☐ Information Management</td>
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<td>☐ Web (&amp; Data) Science</td>
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<td>☐ Information Systems</td>
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Name: .............................................................. (in case of team thesis please enter all names)

E-Mail: .................................................@uni-koblenz.de  Matr.-ID: ............................................................

Thesis topic:
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Start date: ................................................. End date: .................................................

Consent form for graduation ceremony and annual report filled out? ☐ yes
URL: https://userpages.uni-koblenz.de/~fbi/absolventenfeier/

Sufficient ECTS credits registered in KLIPS? ☐ yes
At least 135 credits for Bachelor and 60 credits for Master thesis. Registration will be rejected if this requirement is not fulfilled.

Conditional study programme admission? ☐ yes  If yes: Conditions fulfilled? ☐ yes
Students might have been admitted conditionally, e.g. by studying additional courses. A thesis can only be registered if all conditions have been fulfilled.

Name of first supervisor:
Must be professor or assistant professor at the computer science department. ...........................................................

Name of second supervisor:
If possible, provide the name now. In any case, the name has to be provided to the examinations office before submitting the final thesis. ...........................................................

Signatures
.................................................................................................  ...............................................................................................

Date, signature of first advisor  Date, signature of student

This registration sheet must be submitted to the Examinations Office (Emil-Schüller-Str. 12 or Mailbox No. 96 at Campus Koblenz, building D, near Copy Shop). The Examinations Office will send a confirmation by e-mail.
Explanatory note
for submitting theses (B.Sc., M.Sc)

Theses according to examination regulations 2006, 2012, and 2019
These rules apply to all theses submitted under examinations regulations from 2006, 2012 and 2019.

Submission in print
Typically, students submit three printed and bound copies at the Examinations Office (cf. “lock flag” below). Alternatively, students can submit their theses digitally.

Digital submission
The thesis must be uploaded via OPUS (cf. homepage of the library, “Hochschulschriften”). In addition, the consent form available at OPUS must be printed out and both the supervisor and the student must sign it. Once the student has handed over the signed form to the library staff, he/she will receive a confirmation of receipt. It includes a date that will serve as the thesis submission date. Students must submit the confirmation receipt, the title sheet of the thesis, and a statement (declaring that the thesis has been composed solely by the student and all third party sources have been marked as such) to the Examinations Office. In addition, the student must clarify with his/her supervisors if they need a printed copy of the thesis. If so, the student should provide the supervisors with a copy directly.

Submission date
The student must submit the thesis at the latest six months after registration (e.g. if registration on 3rd March, then submission at the latest on 3rd September). If the latest submission date falls on a weekend day or a holiday, the next working day (not being a Saturday) becomes the latest submission date. Printed copies have to be submitted to the Examinations Office. If submitted per postal service, the postmark counts as submission date.

Extension due to illness
If the student gets sick and needs an extension, he/she must submit a medical certificate to the Examinations Office. The office will confirm extension by e-mail to both student and first supervisor.

Extension based on §4 (3)
The deadline for thesis submission can be extended at most by two months (examination regulations 2006) respectively three months (all other examination regulations). Students can apply for an extension only before submission deadline has passed and after coordinating with the supervisor(s).

- Extension up to one month: An application by e-mail with previous submission date, new (desired) submission date and explanatory statement, addressed to the Examinations Office and pavorsitz@uni-koblenz.de will be approved automatically if the supervisor agrees on the application by e-mail.
- Extension up to two months: An application by e-mail with previous submission date, new (desired) submission date and explanatory statement, addressed to the Examinations Office and pavorsitz@uni-koblenz.de is approved only after the head of the Examinations Committee or his/her deputy approve the extension. A brief confirmation by the thesis supervisor is required.
- Extension up to three months: An application by e-mail with previous submission date, new (desired) submission date and explanatory statement, addressed to the Examinations Office and pavorsitz@uni-koblenz.de will be discussed and decided by the Examinations Committee. Please note that this will take quite some time, as the committee does not meet regularly. It is inevitable to apply for this kind of extension early. The supervisor will have to submit a statement.

Formatting guidelines
Contents of the title page and the statement as well as layout of the front page should meet guidelines provided by the faculty of computer science (https://www.uni-koblenz-landau.de/de/koblenz/fb4/studierende/pruefungswesen/Abschlussarbeiten). A statement is mandatory. Faculty-wide, there are no further specifications. Students have to meet any additional, individual specifications given by the supervisors. A CD must only be submitted on request of the supervisors or if foundations of scientific practice (i.e. saving and storing primary data) require it. In addition, the thesis must contain a summary in German and English, except for theses in English study programmes, which require only an English summary.

Statement and lock flag
In addition to providing the statement (declaring that the thesis has been composed solely by the student and all third party sources have been marked as such) and when submitting printed copies, students must indicate and sign if printed copies can be published within the university’s library. Indicating “no” means the thesis has a lock flag; in this case, copies will be archived and only be submitted to the supervisors.