

Thesis information sheet

Layout of the thesis

The thesis has to be written in format DIN A4. All pages need to be written one-sided. The margins should be as follows: Left: 5 cm, bottom: 2.5 cm, right: 1 cm. Page numbers need to be centred at a distance of 2.5 cm from the top. The text starts with the first line 4 cm from the top of the page.

The line distance has to be 1.5 lines, whereas quotations are formulated in single line distance. Foot notes and further comments need to be enclosed at the bottom of each page in a single line distance. The thesis should be bound in a flexible way and only the back of the document needs to be bound in black cloth.

At the end of the paper, the following declaration in accordance with § 22 (1) MPO has to be included and submitted:

Sworn declaration:

I declare under oath that I have prepared the paper at hand independently and without the help of others and that I have not used any other sources and recourses than the ones stated. Parts that have been taken literally or correspondingly from published or unpublished texts or other sources have been labelled as such. This paper has not been presented to any examination board in the same or similar form before.

Date, signature

In group projects, the individual contributions have to be labelled by specifying paragraphs, page numbers etc.

Three hardcopies have to be submitted to the office for student affairs by the specified date. The advisor can ask for more copies.

Colloquium

According to § 23 (2) MPO, the admission to the colloquium is only possible if all study module exams have been completed.

Advice regarding the withdrawal from studies

After the oral examination you will receive an application form for exmatriculation. Please make sure that this two-sided form is filled in and stamped by the library. During the next office hours the form can be submitted to the office for student affairs or posted in the letter box. After that you will be exmatriculated properly and receive a confirmation for your pension insurance as well as a confirmation of exmatriculation.

Certificates/Degree/Diploma

When your certificates are created, you'll be informed by e-mail.

Good luck!

Your office for student affairs