

Coronavirus – Express Decisions for Theses by the Chairman of the Examination Committee

a) Registration

The following applies to the registration of final theses during the period in which personal registration with the Examinations Office is not possible due to cancelled office hours:

- The registration form must be completed by the student and
- sent to the supervisor* by e-mail, the Examination Office needs to be CCed.
- The supervisor* then informs the student and the Examinations Office that he/she agrees with the registration (topic etc.).
- After this e-mail, the student has one week to send the original of the printed and signed form (only from student) to the Examinations Office by post. The date of the postmark is decisive for meeting the deadline and registering the thesis.
- As soon as operations are up and running again, the Examination Office will have all registrations duly signed by the supervisors.

b) Writing time

The time for writing the theses will **not** be extended. If, in individual cases, there are delays in the completion of the thesis due to current circumstances, it is possible to obtain an extension of the writing time upon justified request. Should the circumstances change so seriously that it becomes impossible to complete the thesis; a withdrawal for good cause can be requested.

c) Submission

The final thesis needs to be submitted to the Examination Office as usual signed, bound and in triplicate. It is mandatory that the thesis be sent by post. The incoming postmark is considered the date of submission. The pdf file must be sent to the examinations office by e-mail as usual. Please note: The special rule that theses submitted in person can be submitted on the day after the deadline by 11:00 a.m. does not presently apply.

If copy shops are closed, the thesis may by way of exception be submitted in stapled form in triplicate. A handwritten assurance that it was impossible to have the theses bound must be enclosed. The pdf file must be sent to the examination office by e-mail as usual.

If it is not possible to print the thesis privately, it is sufficient to send the pdf file by e-mail. **It must be signed.** In addition, it must be assured that neither binding nor printing of the thesis was possible. As soon as the copy shops open again, the bound thesis must be submitted to the Examination Office in triplicate.

