The Final Thesis

Regulations concerning the final thesis and details about the formalities to be observed can be found in the relevant examination and study regulations of your particular programme of study (https://www.amtliche-bekanntmachungen.uni-bayreuth.de/de/pruefungsordnungen/index.html).

The instructor who assigns the topic records the topic and the date on which work on the thesis commenced in the integrated campus management system CampusOnline. After entering the thesis on CampusOnline, the instructor who assigns the thesis can only make changes to the entry with the consent of the Examinations Office.

The staff members in the Examinations Office determine the deadline for the thesis and notify the student of it by e-mail. If the deadline for submitting the thesis falls on a Saturday, Sunday, or bank holiday, the thesis is to be submitted by the end of the next working day (this does not apply if the deadline for the final examination mentioned below has been reached).

The thesis is to be submitted at the Examinations Office (the group responsible for your degree programme can be found here: https://uni-bayreuth.de/pruefungsamt

If the candidate is not to blame for missing the deadline and he or she submits a request (https://uni-bayreuth.de/extension-deadline-thesis) to the chair of examiners, an extension may be granted in accordance with the provisions of the examination and study regulations after having heard the supervisor.

If a medical certificate is submitted confirming that the candidate was unable to work on the thesis due to illness, the deadline is extended according to the period of illness as given in the medical certificate (certificates of incapacity/ *Arbeitsunfähigkeitsbescheinigungen* are not accepted). Any certificates are to be submitted at the Examinations Office without delay. Please refer to the website of your Examinations Office for detailed information:
https://uni-bayreuth.de/pruefungsamt

If the thesis is not submitted by the deadline, it is graded as "*nicht ausreichend (5,0)*" [unsatisfactory].

The final thesis must include a statement at the end that the thesis was written independently, that no other sources or resources were used other than those cited, and that the thesis had not yet been submitted towards an academic degree (please sign the statement!).

Three deposit copies (unless stated otherwise in the study and examinations regulations) are to be submitted at the Examinations Office. An additional (fourth) copy of the thesis is to be submitted in electronic form (CD).
To submit the thesis by post, please send it to
Universität Bayreuth
Prüfungsamt für den Studiengang [enter name of your degree programme]
Universitätsstr. 30
95447 Bayreuth

In this case, the date of the postmark applies. If the thesis is sent as a package, you may need to provide a stamped receipt of posting. Alternatively, the thesis may sealed in an envelope and left in the mailbox at the main entrance to the Central University Administration Building (ZUV).If left in this mailbox, the date of submission can be determined without a doubt thanks to the university mail system. Please don't forget to write "*Abschlussarbeit*" and your degree programme on the envelope.

All examination and study regulations contain deadlines for completing the final examination. If you do not observe that deadline, all missing examination components – including the final thesis – are considered as failed on the first attempt. If the deadline for submitting the thesis (as given in the relevant examination regulations) is interrupted due to reaching the deadline for the final examination, the submission deadline is postponed to the end of the semester (this deadline is not extended if it falls on a weekend or bank holiday). If the thesis is not submitted by the end of the semester, it is graded as "*nicht ausreichend* (5,0)" [unsatisfactory].There is then a new regular period for working on the final thesis if you repeat it. Most examination regulations require that a new topic be chosen for the repetition of the thesis.

The results of the final thesis are recorded in the Examinations Office; the assessments and signatures of the examiners are to be sent to the Examinations Office. In cases of extended absence, the assessment may also be sent by fax.