

An die  
Geschäftsstelle des Prüfungsausschusses des  
des Fachbereichs Wirtschaftswissenschaften  
Universitätsstraße 25  
D-35032 Marburg

### **Application for the master thesis**

#### **I. Personal Details:**

Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Matrikel-number: \_\_\_\_\_ Phone: \_\_\_\_\_  
Study programme: \_\_\_\_\_  
Email (private): \_\_\_\_\_

**(By giving my private e-mail address I agree that it may be used for the invitation to the graduation ceremony.)**

#### **II. Supervisor's Declaration**

I accept the above named as candidate for the master thesis:

Research Group: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Marburg, \_\_\_\_\_  
(Date, Signature)

Second Examiner: \_\_\_\_\_

#### **III. Applicant's Signature**

\_\_\_\_\_  
(Date, Signature)

## Information on the admission procedure

- (1) Complete the form in full and submit it to the examination office. If you fulfil the requirements according to § 23 of your examination regulations, the examination office will inform your supervisor that the topic may be issued.
- (2) Please make an appointment with your supervisor, who will then inform you about the topic of your thesis and your deadline.
- (3) The thesis must contain a signed declaration in lieu of an oath, in which you affirm that you have written the thesis with no outside help and with no other sources or aids than the ones listed in the thesis, e.g. "By signing this declaration, I confirm that I have completed this thesis independently, without help from others and without using resources other than indicated and named. All phrases that are taken directly or indirectly from other sources (including electronic resources), quoted verbatim or paraphrased are indicated accordingly. I am aware that any violation of this declaration represents severe academic misconduct and may result in the work being graded as 'failed'."
- (4) If you fall ill during the writing period, you may apply for an extension. Please enclose a copy of the doctor's certificate.
- (5) The topic can be turned in only once, and only within the first two weeks of the working period. A new topic must be submitted immediately but within four weeks at the latest.
- (6) An extension is possible by a maximum of 20% of the working time (e.g., due to unforeseen problems in obtaining literature or data. The application has to be confirmed by the supervisor.
- (7) Printed copies and the digital version of the master thesis are to be submitted in person to the examination office by the due date until 12 am. Please refer to your exam regulations to find out how many printed copies you have to submit. You can send the digital version by email to the examination office and your examiners. If you are unable to hand in your thesis in person, you can also submit it by post. In this case, the date of delivery to the post office is the date of submission.
- (8) If a master thesis is not submitted by the due date, it will receive the grade "not sufficient" (0 grade points).
- (9) You must be enrolled as a student at the time of submitting the thesis.
- (10) As soon as the grade of your thesis has been determined (approx. six weeks after submission), you can view the grade in Marvin.
- (11) If the thesis is your last examination, the graduation documents will be issued automatically. Otherwise please inform the examination office as soon as all your grades have been entered. The examination office will then prepare your documents and inform you when they can be picked up. This may take up to four weeks. If the documents are to be sent by post, please provide the examination office with a prepaid envelope.
- (12) **Important:** In order to create your graduation documents, your data as entered in Marvin will be used (last name and all first name(s), date of birth, city and country of birth, nationality). Check your data carefully and contact the student office in Biegenstraße 10 for corrections if necessary. Re-issuing documents due to incorrect data will cause costs of 50,- Euros per document.