

Registration of Master Thesis Examination

(Examination regulation 2016)

Registration date:	<ul style="list-style-type: none"> Monthly; every second Monday of a month, Link registration form
Prerequisite	<ul style="list-style-type: none"> All but 12 credits have been successfully completed at the time of application (according to the examination regulations 2010, § 7: All but two of the other modules must have been successfully completed at the time of application – amended to 12 credits, by the decision of the IFBC examination board) By the time of handing in the Master thesis all modules have to be completed
Supervision	<ul style="list-style-type: none"> First supervisor: a professor or a lecturer in Witzenhausen or Fulda, teaching in the IFBC Second supervisor: <ol style="list-style-type: none"> A professor or a lecturer in Witzenhausen or Fulda, teaching in the IFBC, or A person from an external organization or company. Requirements: The person must hold an academic degree equivalent to a Master degree*; (PA April 23rd, 2014). To get an acknowledgment for the external person as second supervisor the student hands to the examination board <ul style="list-style-type: none"> a CV of the proposed supervisor a copy of the final certificate of him/her. <p>Together with the Master registration form these documents should be handed in to examination office in Steinstraße 19, Witzenhausen.</p> <p>The nomination of the external person as a second supervisor needs approval from the Examination Board (the letter will be send from the examination office).</p> <p>At least one of the supervisors/examiners of the Master thesis must be a professor or a scientist qualified as a professor.</p>
Date of submission	<ul style="list-style-type: none"> Latest date for submission of the Master thesis should be 22 weeks, after the day of registration as confirmed by the examination office, Witzenhausen. Earliest date for submission of the Master thesis should be 18 weeks, after the day of registration as confirmed by the examination office, Witzenhausen. Each supervisor has the choice receiving the thesis as digital copy (USB-Stick!!!) or as printed copy. Delivery always via students' office in Witzenhausen. Additionally always one printed version and one USB-stick with a full version and an anonymised version of the thesis as pdf files have to be submitted to the students' office.
Application for extension:	<ul style="list-style-type: none"> Requires written form, signed by applicant and first supervisor To be handed in at examination office in Steinstraße 19, Witzenhausen, room 102 Decision about the extension will be made by IFBC Examination Board Medical certificates need to be handed in within three days at the examination office Steinstraße 19, Witzenhausen, (room 1102) Applications for extension due to organizational problems or content related difficulties must be received at the examination office two weeks before the deadline.
Deadlines:	<ul style="list-style-type: none"> The student and the first supervisor are both responsible meeting the deadlines. The oral examination should take place 2 – 6 weeks after handing in the master thesis. Student and supervisors arrange the dates among them and inform the examination office at the same day they hand in the thesis. The student books a room in Witzenhausen with Ms Schäfer (r.schaefer@uni-kassel.de) or in Fulda with Ms Daniela Hose (daniela.hose@oe.hs-fulda.de).

*= in case of a "Diplom" degree acquired at a university is equivalent to a Master degree,
in case of a "Diplom" degree acquired at a University of Applied Sciences is not acknowledged as equivalent to a Master degree