

Please complete this form electronically.
If this is not possible, please print using block letters to complete the fields.

Registration form for a ☐ bachelor's thesis ☐ master's thesis

internal thesis (print pages 1 and 2)

domestic external thesis (also fill out pages 2 - 3)

abroad (also fill out page 4) at: _____ in _____

Family name: Given name: Date of birth: Student ID no.:

Faculty: _____ Degree programme: _____

Degree semester: Specialisation/Focus:

Address:
Street address: Postal code: City, Country:

Email address: (personal) Phone no.:

Title of the final thesis:

Date registered:

Thesis due date:

General legal notices about final thesis

1. Note on statement pursuant to § 25 (5) of the General Examination Regulations: The final thesis must include the "[Academic integrity declaration and declaration regarding the publication of the thesis](#)" form. In this form, the student declares that the work is their own, it has not been submitted for examination purposes in any other context, that no sources or aids other than those stated were used to produce the work, and that verbatim and analogous quotations have been indicated as such. The form must be permanently integrated or bound into the thesis and signed in its original.
2. Information about copies of the thesis that must be submitted:
One printed and bound copy of the thesis must be submitted to the Student Office. In addition, a digital copy of the thesis (PDF) and an evaluation form (PDF) must be sent by email from the student's university email account to the first examiner and in cc to studienbuero@th-nuernberg.de. The body of both copies must be **identical**. Both copies must contain the signed declaration as described in paragraph 1. If required, the digital copy may only contain additional appendices that are not included in the bound copy.
3. Spiral binding is not a permissible format.
4. It should be noted that the deadline may be set to the end of the semester, which may be a shorter writing period that standard, if the student is in the last semester of the maximum allowed number of semesters for their programme (maximum programme duration pursuant to § 19 (3) line 3 of the ASPO).

.....
Date, signature of the student

Name of the first examiner (in block letters):

.....
Signature

Name of the second examiner (in block letters):

.....
Signature

Data protection: The personal data you provide during your application is stored and processed by the Technische Hochschule Nürnberg Georg Simon Ohm. Further information on how the Technische Hochschule Nürnberg handles your personal data can be found at: <https://www.th-nuernberg.de/en/data-protection/>

Please submit this form after completing all fields by email to studienbuero@th-nuernberg.de.

After the Student Office has confirmed the registration, this will be forwarded to: Student, first and second examiner, Faculty office, international-office@th-nuernberg.de (if thesis is conducted abroad)

Given name

Family name

Student ID

To be completed by the Student Office:

	Date	Handling remark
Registration:		
Submission:		
Extension approved by examination board resolution dated:until:		
Examination board informed of exceptional cases (e.g., exceeding deadline) on:		
Grade/mark entered on:		

Registration of an external thesis

In our company/organisation

company/office/department

located at (address)

city, country

we plan to have a thesis written by (name of student)

The thesis on the subject of

has been coordinated with the first examiner,
Prof. (name of first examiner)

and they have approved it.

The thesis will be supervised in our organisation by

(Name of supervisor)

Department

Telephone/Fax

Email

Given name

Family name

Student ID

For external theses the following points must be noted and observed:

1. The final thesis is a component of final examination for the degree. The applicable examination regulations stipulate:
 - a) Approval of the topic and supervision of the work by a professor at the university in the role of first examiner.
 - b) The student's eligibility to enter the thesis phase is confirmed to be in accord with the respective study and examination regulations.
 - c) The thesis is completed during the agreed time period and submitted by the agreed deadline.
 - d) The thesis is evaluated by a first and second examiner.
 - e) The time period agreed for completing the thesis is dependent on the type of degree sought. This time period is stipulated in the respective study and examination regulations.
2. The supervision of an external thesis by a professor (first examiner) can be accepted when a subject with a structured topic has been suggested by a company/office or by the student which
 - a) has been agreed on in terms of content, scope, and conditions between the company/office and the supervising professor and
 - b) a contact partner has been named, who is responsible for the project in the company/office.
3. The company/office will grant the examiners entry, if they wish to visit and with the company's/office's prior agreement, so they can inform themselves on site regarding the topic and progress of the thesis.
4. If university-internal resources are used for the implementation of the external thesis, the university reserves the right to enter into a user agreement with the company/office or to demand an allowance in the form of money or tangible means.*)
5. If costs, as agreed in advance, should arise for expenditures of the supervisor during the supervision of the thesis that are above the costs associated with an internal thesis (e.g., travel costs), then they must be borne by the company/office.*)
6. Agreement with these regulations must be confirmed by the supervising professor and an authorised company or office representative in writing using the form for the registration of an external thesis.

*) not relevant for students in the ICS-Model

General legal notices about final thesis

1. Note on insurance coverage regarding a final thesis written at external institutions/companies

For activities in connection with the writing of a final thesis, which are performed outside of the university, there is no accident insurance coverage as a student. This applies regardless of whether the student is collecting information or performing practical work on site. We therefore urgently recommend negotiating an employment contract under private law with the institution at which the final thesis is being written. Students should, in any case, contact the office of the employers' liability insurance association (*Berufsgenossenschaft*) responsible for their final thesis to find out whether there is accident insurance coverage for their work at the company.

2. Note on negotiating a user agreement for a final thesis written at external institutions/companies

As authors, students are free to negotiate an agreement with the external institution on the rights of use and utilization of their final thesis or its results; such an agreement may partially or wholly restrict students' use and exploitation of their final thesis or its results.

The university expressly points out to students that if they conclude such agreements with an institution in connection with the writing or use of a final thesis at an external institution, they will be responsible for ensuring that there are no contractual provisions that partially or wholly preclude the use of the final thesis as coursework. The university or the professors responsible for supervising or assessing the final thesis will neither legally nor in any other way review or make statements on the content of such agreements. In particular, but not only limited to cases of doubt, we urgently recommend that students get qualified and professional legal advice with regard to this.

Any disadvantages in the examination procedures or the use of the final thesis as coursework resulting from such agreements will be borne exclusively by the student.

Date:

Signature:
Supervisor in the company/office/department

Date:

Signature:
Student

Data protection: The personal data you provide during your application is stored and processed by the Technische Hochschule Nürnberg Georg Simon Ohm. Further information on how the Technische Hochschule Nürnberg handles your personal data can be found at: <https://www.th-nuernberg.de/en/data-protection/>

Independent of this thesis, the university welcomes any donation made by the company (whether funds or in-kind), for the Faculty to be able to continue to ensure the high quality of education and training.

Given name

Family name

Student ID

Registration of a thesis abroad

I will conduct my final thesis abroad

Student ID number:

in the summer semester (enter year)
winter semester

☐ at a company/office/department

☐ at a university or an institute

Name:

Contact person:

Address:

Telephone:

Email:

City, Country:

To complete the work on my thesis, I will spend at least one month abroad.

Date:

Signature:
Student

Date:

Signature:
First examiner at the university

Please remember to complete and submit the [Record of Study-related Stay Abroad](#) after your return from your stay abroad.



Submitting a Thesis

(this process does not apply for programmes in the Faculty of Architecture, Faculty of Design, the OPS, and the B.Sc. in Midwifery (B-HW) of the School of Health)

- ✓ **1 printed, bound copy** (spiral binding not accepted)
a signed, original [declaration of academic integrity](#) must be included in this copy
-> Submit directly **to the Student Office***

- ✓ And submit **digitally**
 - 1 thesis in PDF format
including a scan of the signed [declaration of academic integrity](#) that has the same date as the declaration in the bound version

- 1 assessment form in PDF format

Email these files from your university email account **to the first examiner and cc to** studienbuero@th-nuernberg.de.

- ✓ **Must be submitted by the deadline**

IMPORTANT:

1. Both copies must be identical.

(If required, the digital copy may only contain additional appendices that are not included in the bound copy.)

2. You will receive a confirmation when you submit your printed version in the Student Office.

3. After both the paper and digital copies have been received by the Student Office, your thesis submission is complete and will be recorded in StudyOhm.

*If the Student Office is closed, theses may be submitted on time when they are deposited in the in-house mail box in the KA building (accessible from outside the building). **IMPORTANT:** Please ensure the envelope is addressed with “z. Hd. Student Office”.



Continue, only if your thesis is subject to a restriction notice/confidentiality clause (“Sperrvermerk”)





Submitting a Thesis

(this process does not apply for programmes in the Faculty of Architecture, Faculty of Design, the OPS, and the B.Sc. in Midwifery (B-HW) of the School of Health)

Only if your thesis is subject to a *restriction notice/confidentiality clause* (“Sperrvermerk”):

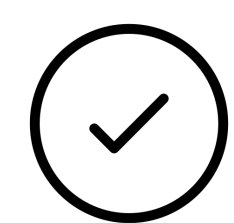


1 printed, bound copy (spiral binding not accepted)

a signed, original [declaration of academic integrity](#) must be included in this copy

-> **Important! The restriction notice/confidentiality clause must be printed or written on the thesis (on the cover page / cover)**

-> Submit to the Student Office ^{a)}



And submit **digitally**

- 1 copy of the final thesis in PDF format, **password protected^{b)}** including a scan of the signed [declaration of academic integrity](#) that has the same date as the declaration in the printed version

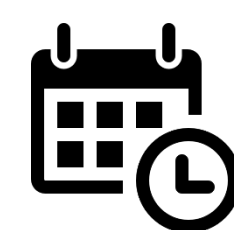
- 1 assessment form in PDF format

Email these files from your university email account **to the first examiner and cc to** studienbuero@th-nuernberg.de.

^{b)} Please **personally** provide the first and second examiner the password (not digitally / by email!).



Must be submitted by the deadline



IMPORTANT:

1. Both copies must be identical.

(If required, the digital copy may only contain additional appendices that are not included in the bound copy.)

2. You will receive a confirmation when you submit your printed version in the Student Office.

3. After both the paper and digital copies have been received by the Student Office, your thesis submission is complete and will be recorded in StudyOhm.

^{a)} If the Student Office is closed, theses may be submitted on time when they are deposited in the in-house mail box in the KA building (accessible from outside the building). **IMPORTANT:** Please ensure the envelope is addressed with “z. Hd. Student Office” and labelled with “Sperrvermerk”.