

INFORMATION ON THE FINAL THESIS

As soon as the requirements defined in the relevant examination regulations (or the General Examination Regulations) have been met, a topic for the final thesis may be allocated and students may register for their final thesis at the Examinations Office. The relevant application forms (Application for allocation of a Bachelor's or Master's thesis topic) are available on your degree program's website. The student must fill out the form and pass it on to the Examinations Office after he or she has been allocated a topic by the supervisor. The Examinations Office determines the submission deadline and returns a copy of the application form to the student and the supervisor by e-mail.

Please be aware that you must submit the application in time to ensure that you will be able to make use of the full period for working on the thesis without exceeding the maximum length as specified in the examination regulations.

For example: A Bachelor's student must complete his or her degree program by the end of the 8th semester. If the 8th semester ends on September 30 but the period for working on the Bachelor's thesis ends on a later date, the student must still submit the thesis on September 30 in order to complete the degree program without exceeding the maximum permissible length of the program.

The final thesis must be submitted to the Examinations Office in bound form. The number of copies required is specified in the examination regulations for each degree program. As a rule, students must submit two printed copies and, **simultaneously**, one copy as a digital version (preferably as PDF e-mail attachment or on a CD or USB stick; there are other deviating regulations for some degree programs that can be looked up on the relevant degree program's website).

The examination regulations require a declaration by the students that they have prepared the thesis themselves to be included, which may take the following form:

"I hereby declare that I completed this Bachelor's/Master's thesis without the help of any third parties. I did not use any sources or aids other than those listed. I have marked all content taken from other sources, whether quoted word-for-word or paraphrased, as such."

Please use the exact wording specified in the examination regulations for your degree program in your declaration confirming that you have prepared the thesis yourself. A copy of this declaration must be included in each copy of the thesis and must be signed (original signature, not digital or scanned).

You may either submit your thesis to the Examinations Office in person (please check the opening hours), put it in the Examinations Office's mail box at Marktplatz 7 (please write the name of the responsible administrator for your degree program on the envelope), or send it by mail to: Prüfungsamt der Katholischen Universität Eichstätt-Ingolstadt, Ostenstraße 28a, 85071 Eichstätt, or Auf der Schanz 49, 85049 Ingolstadt for the Ingolstadt campus (depending on the campus to which your degree program is allocated).

If the submission deadline for the final thesis falls on a Saturday, Sunday, or public holiday, the thesis must be submitted in person on the next possible working day. If the thesis is submitted by mail, the date on the postmark is considered the date of submission. The thesis may be submitted earlier. Students are responsible for ensuring that they have proof of submission of their thesis.

If the length of the final thesis is not specified in the relevant examination regulations, this may be determined in consultation with the thesis supervisor. The number of ECTS credits that are to be awarded for the thesis should be used as a guideline when determining the length.

The cover page of the final thesis should contain the following information in German:

- ◆ Catholic University of Eichstätt-Ingolstadt
- ◆ Faculty
- ◆ Bachelor's/Master's thesis
- ◆ Topic the work (the title of the thesis must be stated both in German and English)
- ◆ First and last name
- ◆ Student registration number
- ◆ Date of birth
- ◆ Degree program (name as stated in the examination regulations)
- ◆ Reviewer (name and chair) - the name of a second reviewer is only required if the examination regulations specify that a second reviewer is to be appointed.
- ◆ Submission deadline (deadline in accordance with registration confirmation sent out by the Examinations Office).