

Indications for processing and submitting a bachelor's or master's thesis

Read the examination and study regulations (PuStO), which apply to your course of studies, particularly the rules referring to the bachelor's / master's thesis.

Also follow the instructions on the overleaf of the topic confirmation which you will receive from your examiner when you receive your topic.

Topic: The topic of the master's thesis must be identical to the one appearing on the topic confirmation.

Declaration: Please include the declaration on writing the thesis yourself on the last page of your thesis: with date on which you turn in your thesis and your handwritten signature. (Please read overleaf of topic confirmation for the exact wording of the declaration.)

Deadlines: The allotted completion period for your master's thesis is regulated by your examination and study regulation.
The date of issue of the master's thesis must be selected such that the degree can be completed within the maximum permitted duration of study. The period begins on the day following the issuance of topic of your bachelor's/master's thesis (reviewer's signature) entered on your topic confirmation.

Submission date: The day you receive the topic + the allotted completion period outlined in your examination and study regulation. **The date you received your topic is also shown in FlexNow!**

If the day of submission falls on a Saturday, Sunday or bank holiday, you may submit your thesis the next following work day.

Please ensure that you are matriculated on the day you submit your thesis!

Submission: The required number of copies of your thesis that must be submitted is regulated in your examination and study regulations. The bachelor's/master's thesis must be submitted in two bound copies (**no** ring or spiral bindings or bar clamps) to the office of examinations:

During opening hours Mon-Fri 10 ⁰⁰ – 12 ⁰⁰ Mon 13 ³⁰ – 15 ⁰⁰ Office of Examinations Kapuzinerstr. 25	Outside of opening hours University administration mailbox Kapuzinerstr. 16	Postal delivery (the date of postmark shall be observed) Otto-Friedrich-Universität - Prüfungsamt - 96045 Bamberg
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If the thesis is also being submitted on CD, it should be included in a paper envelope affixed to the inside of the back cover in **each** copy.

Consent to access an unpublished thesis:

Please **loosely** enclose the completed applicable form with your thesis **on the day of submission**.