

INFORMATION ON THE BACHELOR THESIS IN THE DOUBLE DEGREE PROGRAM

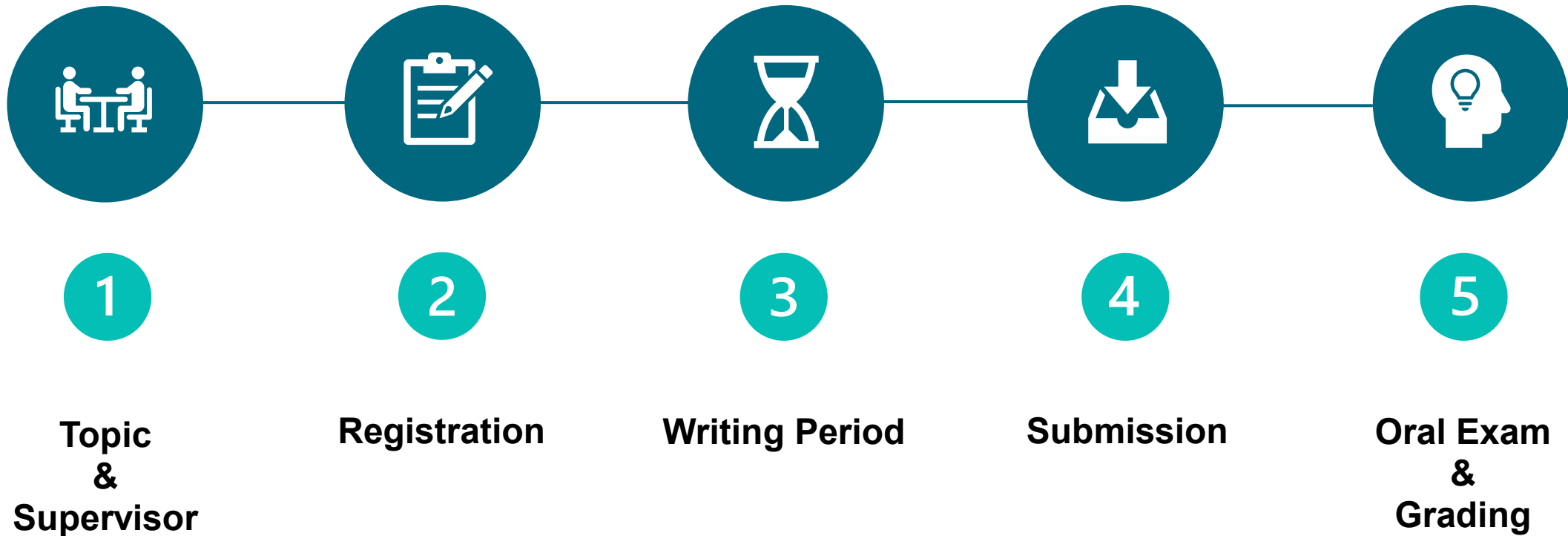
A Guide for Incoming Double Degree Students

HM



Business
School

THESIS JOURNEY AT A GLANCE



CHOOSING A TOPIC AND A SUPERVISOR

Related Topic

- Thesis topic should relate to one of the courses you have studied
- You are welcome to propose a topic you are personally interested in

Supervisor

- Ideally, the supervisor should be a professor who teaches one of your courses
- You must find a supervisor on your own (the International Relation Office can assist you if your search is unsuccessful)
- Thesis is graded by two professors – your supervisor nominates the second one

THESIS FORMAT AND LANGUAGE

Agree on Structure and Formatting

- Discuss and confirm the structure and the formatting requirements with your supervisor before beginning to write

Choice of Language

- Thesis may be written either in English or German

REGISTRATION AND PROCESSING PERIOD

Plan ahead

- Discuss with your supervisor the process first
- Mark your registration date and calculate your submission deadline before registering

Registering Thesis

- Register Thesis through PRIMUSS

Processing Period

- **4 Months maximum (Deadline!!!)**
- Period starts from the official registration in PRIMUSS

OFFICIAL SUBMISSION



Digital Upload

Thesis needs to be submitted by uploading it to PRIMUSS. No printed copy is required.



Strict Deadlines

A Thesis handed in after the due date is automatically graded as „failed“.



Weekend & Holiday Rule

If the deadline falls on a Sunday or a public holiday, it will be postponed to the next working day.

REQUESTING AN EXTENSION

In exceptional cases, you may request an extension of your submission deadline.

- 1 Talking to the supervisor first**
- 2 Submitting a written request**
Send an email to the Examination Board (Prof. Dr. Henzel, steffen.henzel@hm.edu)
- 3 Mind the four-week rule**
Request must be submitted at least four weeks before deadline expires
- 4 Awaiting the Examination Board's decision**

ORAL EXAM AND GRADING

- Thesis is graded by two supervisors
- Mark must be „sufficient“ (4.0) or better
- An oral exam/colloquium is held according to the supervisor's instructions
- An online colloquium via Zoom might be possible (depending on the supervisor)

FAILING A THESIS

- Thesis is handed in after the submission deadline
- Thesis is graded below „sufficient“ (4.0)
- Off-topic: The topic addressed differs too greatly from the actual assignment
- Formal deficiencies: Serious violations of academic standards (e.g., lack of a clear thread, incorrect citation, plagiarism)



REWRITING A THESIS

One rewrite is possible!

- Failed Thesis may be written once again
- Retake with a new topic
- Deadline for beginning the new Thesis is generally no later than six months after the first grade is announced

RE-REGISTRATION

If not all required exams - including the oral exam/colloquium - have been completed by the end of the second semester of the stay, **re-registration** for the following semester is necessary!

Last day of summer semester: September 30
Last day of winter semester: March 14

