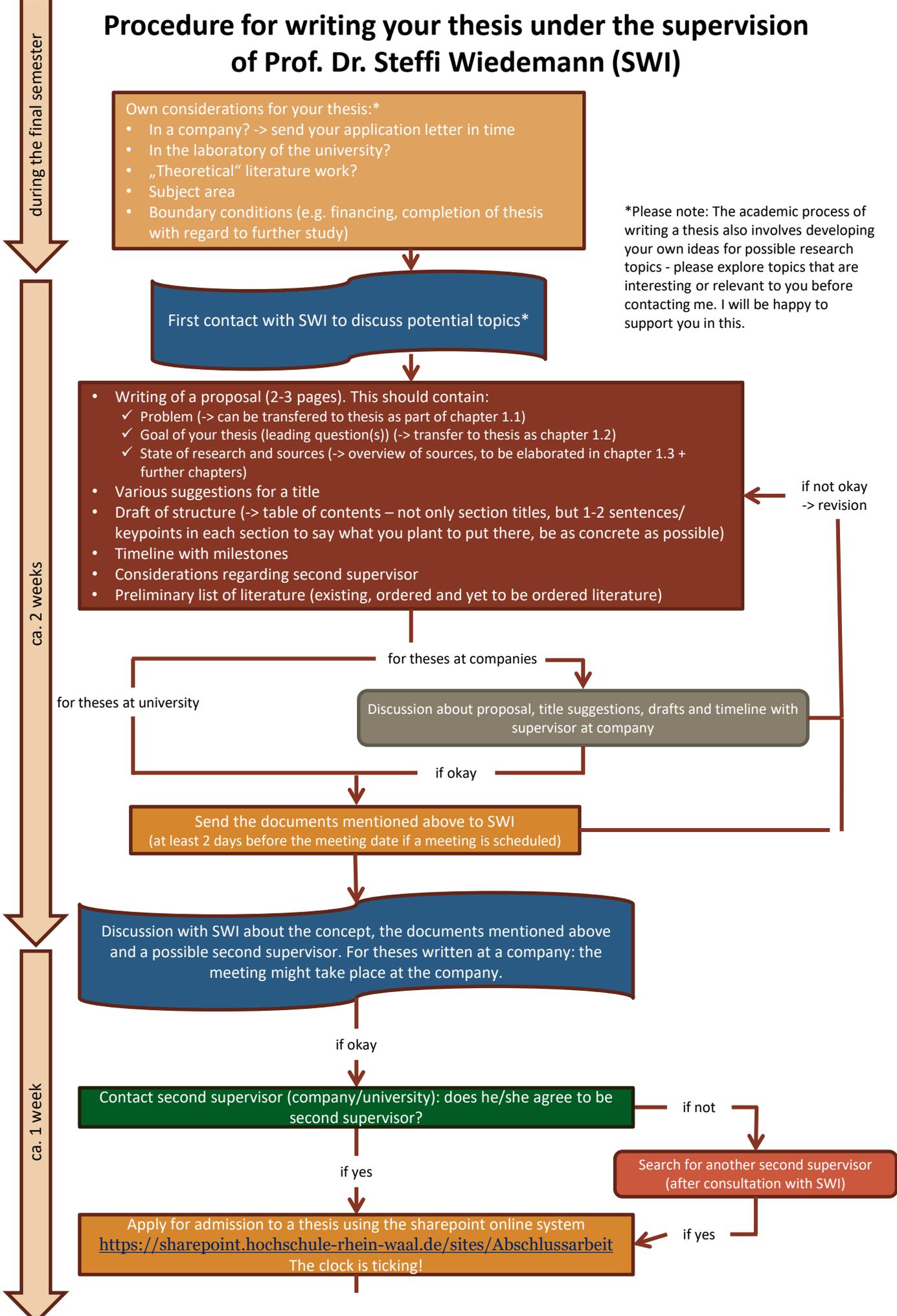


Procedure for writing your thesis under the supervision of Prof. Dr. Steffi Wiedemann (SWI)



Own considerations for your thesis:*

- In a company? -> send your application letter in time
- In the laboratory of the university?
- „Theoretical“ literature work?
- Subject area
- Boundary conditions (e.g. financing, completion of thesis with regard to further study)

*Please note: The academic process of writing a thesis also involves developing your own ideas for possible research topics - please explore topics that are interesting or relevant to you before contacting me. I will be happy to support you in this.

First contact with SWI to discuss potential topics*

Writing of a proposal (2-3 pages). This should contain:

- ✓ Problem (-> can be transferred to thesis as part of chapter 1.1)
- ✓ Goal of your thesis (leading question(s)) (-> transfer to thesis as chapter 1.2)
- ✓ State of research and sources (-> overview of sources, to be elaborated in chapter 1.3 + further chapters)
- Various suggestions for a title
- Draft of structure (-> table of contents – not only section titles, but 1-2 sentences/keypoints in each section to say what you plan to put there, be as concrete as possible)
- Timeline with milestones
- Considerations regarding second supervisor
- Preliminary list of literature (existing, ordered and yet to be ordered literature)

if not okay -> revision

for theses at companies

Discussion about proposal, title suggestions, drafts and timeline with supervisor at company

for theses at university

if okay

Send the documents mentioned above to SWI
(at least 2 days before the meeting date if a meeting is scheduled)

Discussion with SWI about the concept, the documents mentioned above and a possible second supervisor. For theses written at a company: the meeting might take place at the company.

if okay

Contact second supervisor (company/university): does he/she agree to be second supervisor?

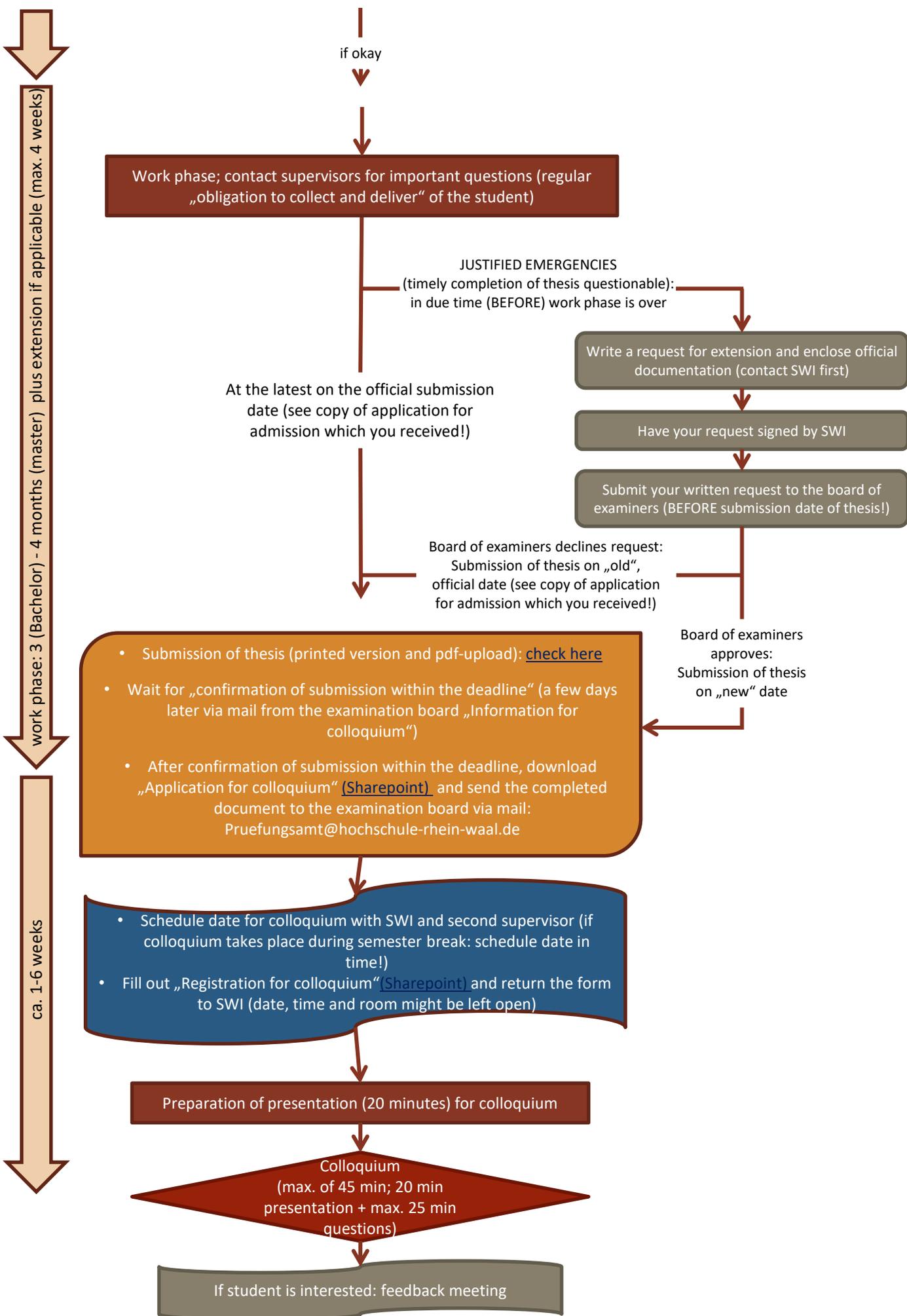
if not

Search for another second supervisor (after consultation with SWI)

if yes

Apply for admission to a thesis using the sharepoint online system
<https://sharepoint.hochschule-rhein-waal.de/sites/Abschlussarbeit>
The clock is ticking!

if yes



if okay

Work phase; contact supervisors for important questions (regular „obligation to collect and deliver“ of the student)

JUSTIFIED EMERGENCIES
(timely completion of thesis questionable):
in due time (BEFORE) work phase is over

Write a request for extension and enclose official documentation (contact SWI first)

Have your request signed by SWI

Submit your written request to the board of examiners (BEFORE submission date of thesis!)

At the latest on the official submission date (see copy of application for admission which you received!)

Board of examiners declines request:
Submission of thesis on „old“,
official date (see copy of application
for admission which you received!)

Board of examiners
approves:
Submission of thesis
on „new“ date

- Submission of thesis (printed version and pdf-upload): [check here](#)
- Wait for „confirmation of submission within the deadline“ (a few days later via mail from the examination board „Information for colloquium“)
- After confirmation of submission within the deadline, download „Application for colloquium“ ([Sharepoint](#)) and send the completed document to the examination board via mail: Pruefungsamt@hochschule-rhein-waal.de

- Schedule date for colloquium with SWI and second supervisor (if colloquium takes place during semester break: schedule date in time!)
- Fill out „Registration for colloquium“ ([Sharepoint](#)) and return the form to SWI (date, time and room might be left open)

Preparation of presentation (20 minutes) for colloquium

Colloquium
(max. of 45 min; 20 min
presentation + max. 25 min
questions)

If student is interested: feedback meeting

work phase: 3 (Bachelor) - 4 months (master) plus extension if applicable (max. 4 weeks)

ca. 1-6 weeks