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

during the final semester

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)

ca. 2 weeks

First contact with SWI to find a topic

- Writing of a proposal (2-3 pages). This contains:
  - ✓ Problem (-> transfer to thesis as chapter 1.1)
  - ✓ Goal of your thesis (leading question) (-> 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)
- Timeline with milestones
- Considerations concerning second supervisor
- 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)

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.

ca. 1 week

if okay

Contact second supervisor: does he/she agree to be second supervisor?

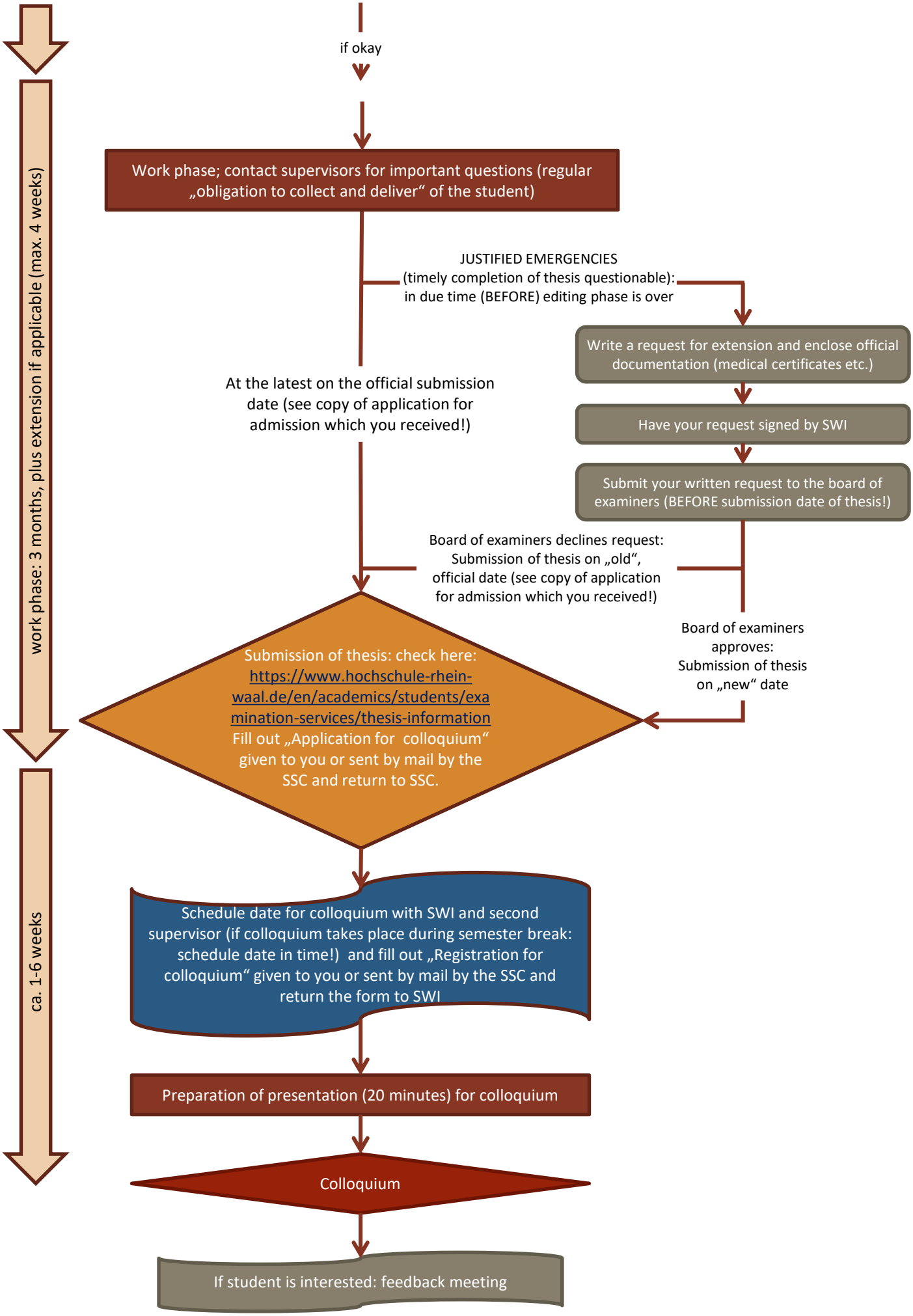
if not

Search for another second supervisor (after consultation with SWI)

if yes

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!


work phase: 3 months, plus extension if applicable (max. 4 weeks)
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) editing phase is over
Write a request for extension and enclose official documentation (medical certificates etc.)
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: check here:
https://www.hochschule-rhein-waal.de/en/academics/students/examination-services/thesis-information
Fill out „Application for colloquium“ given to you or sent by mail by the SSC and return to SSC.
ca. 1-6 weeks
Schedule date for colloquium with SWI and second supervisor (if colloquium takes place during semester break: schedule date in time!) and fill out „Registration for colloquium“ given to you or sent by mail by the SSC and return the form to SWI
Preparation of presentation (20 minutes) for colloquium
Colloquium
If student is interested: feedback meeting