



EXAMINATION OFFICE

Academic Department Head

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To all students

of the Faculty of Economics and
Management

Ihr Zeichen, Ihre Nachricht vom:

Unsere Zeichen:

Durchwahl:

Datum 09.03.2026

Procedure of final theses [Bachelor / Master from SuSe 2026]

Registration of the final thesis

Please note the following procedural steps:

- To the module “Bachelor or Master thesis“ is only admitted, who fully met *all Admission Requirements (AR)* according to the guidelines of the (general and specific) study- and examination regulations.
- (Only) via your personal LSF web portal you can generate a transcript of records showing the status of the AR:
 - „BE“ = „all AR are met“ or „PV“ = „not all AR are met yet“
 - Be sure to include this transcript when applying for a spot in a BA/MA thesis seminar
- The admission is to be requested via the *registration form* of the same name (**Attachment 1a or 1b**).
- The filled-out document, signed by the student as well as the supervising examiner, must be submitted by the responsible department to the Examination Office- *not directly by the student*.

Confirmation of Admission to the final thesis

If all relevant admission requirements as specified in your examination regulations have been met, you will be admitted to the final module. Consequently, the student will receive a *confirmation of admission* from the Examination Office

- via email to the student's email address,
- including the title of the thesis,
- specifying the latest possible submission deadline (according to LSF portal),
- with a reference to the (digital) submission procedures.

Writing time

- The period between the publication of the topic and the submission of the written thesis is:
 - *BA-thesis*: including a two week reading period *10 weeks*
 - *MA-thesis*: including a four week reading period *22 weeks*

Note:

Only within the reading period can the topic of the thesis be returned once and a new topic may be proposed in consultation with the supervising examiner.

Extension of the writing time

- In accordance with § 28 (2) ASPO may the writing time of Bachelor- or Master thesis be extended by the examination committee upon the **student's request** only if there is a **valid reason**.
 - **BA-thesis: maximum of 2 weeks**
 - **MA-thesis: maximum of 4 weeks.**

- Valid Reason:
 - Illness (→ proof by doctor´s note)
 - Other substantial limitations on your ability to process due to force majeure (→ Evidence required)
- Request of extension:
 - Use the form of the same name (Attachment 2a or 2b)
 - Hand in the request via mail / Post / personal to the examination office.
 - The examination office will notify you as well as the supervising examiner about the new, latest possible submission via Mail.

Withdrawal of the module „final thesis“ / Non-submission

- In accordance with §23 (2) ASPO may the **withdrawal** of the thesis be granted if there is a **valid reason**.
- Valid reasons:
 - Long-lasting illness (→ Proof by a doctor´s note)
 - other, substantial limitation of your ability to process due to force majeure (→ Evidence required)
- Request for withdrawal:
 - Use the form of the same name (Attachment 3)
 - Hand in the request via mail / Post / personal to the exam. office.
 - The examination office will notify you as well as the supervising examiner about the new, latest possible submission via Mail.
- If you do not intend to submit your written assignment without providing a (valid) reason, you must inform the examination office

Submission of thesis

The written thesis must be submitted to the *examination office* by the *deadline and in required format*. Submissions procedures:

- exclusively by mail via the **student E-Mail-Address**:
 - ✓ similar to the **E-Mail-template** of the exam. office → **Attachment 4**
+txt.-file to copy
 - ✓ to pruefungsamt-ww@ovgu.de
 - ✓ as (unchangeable, if necessary compressed) *PDF-Document*
 - ✓ incl. the „Declaration of Authenticity“ as attachment of the E-Mail
 - ✓ By midnight on the submission deadline at the latest
- (+) **in case of additional documents: link of the (personal) OVGU-Cloud**

Note!




- If the thesis is too large to be sent via the student´s email address, even as a compressed PDF file, it must be submitted via the OVGU Cloud, following the same procedure used for *additional documents* (**Attachment 5**).
- No submission of thesis in physical form
- No direct submission of documents to the examiner

Procedure for additional documents

Any additional documents (= Videos, Source codes, Data/Charts, etc. in the different file formats), that are not as attachment already included in the thesis as PDF-Document, must be submitted separately **via the OVGU Cloud**:

→ Important!!!: Follow the instructions exactly as outlined in **Attachment 5**

A brief summary of the steps in Attachment 5:

- (1) Log in to OVGU Cloud using your personal account
- (2) Under “files”  create a „New File“ titled:
Mat.-Nr._Surname_FirstName_thesis_BA or _MA
- (3) Upload all additional documents
- (4) Share file  → „Internal shares“: *Prüfungsamt FWW*
- (5) Share with the „Group“ and then „allow editing“
- (6) Copy „Internal Link“  and add in the E-Mail to the examination office

Confirmation of reception

The examination office does not provide a personalized confirmation of receipt of your email submitting your thesis, such as a separate “confirmation email.” If you would like to receive a confirmation of this for your personal records, please use the “Options” menu in the OVGU “Webmail Exchange Server” to adjust your email settings:

- ✓ Request an (automatic) “transmission confirmation”
- ✓ Request an (automatic) “read confirmation”

Note:

If the examination office determines that you have not submitted your thesis by the deadline or in the required format, you will be notified or contacted by the examination office via your student email address.

Submission of thesis to the examiner

Once the examination office has confirmed that your written work, including any additional documents, has been submitted via the OVGU Cloud by the deadline and in the required format, the examiners will be notified automatically, and all documents will be made available to them for evaluation internally by the examination office.

Grading period/Release of grade/Review of grade

- In accordance with § 20 (2) ASPO must the examiners complete the evaluation of the final module as a whole no later than two months after the submission of the “written thesis”.
- Once the examiners' reports are available, grades will be posted on the LSF web portal, and an updated transcript will be sent via email.
- Every student has the right to review the grade for the final module. **The examiner** must ensure the possibility for regular review in accordance with §33 (1) APSO:
 - Official invitation to the fixed date of review (in-person or online)
 - As alternative: proactive sending of the report in PDF format to the student's email address with the offer of office hours

PD Dr. habil. Toni Richter
Academic Head of the examination office
Member of the board of examiners