



Otto-von-Guericke-Universität Magdeburg, Postfach 4120, D-39016 Magdeburg

An alle Studierenden
der Fakultät für Wirtschaftswissenschaft

PRÜFUNGSAUSSCHUSS

Bearbeiter: Leiter des Prüfungsamtes

Otto-von-Guericke-Universität Magdeburg
Postfach 4120
D-39016 Magdeburg
Gebäude 22 Teil B-003/005
Telefax: +49-(0)391-67-41221

Ihr Zeichen, Ihre Nachricht vom:

Unsere Zeichen:

Durchwahl:

Datum 27.04.2022

General Procedure: Submission of theses (BA/MA)

1) Hand-in formalities:

The written thesis must be submitted to the examination office in due time:

- Two copies are to be bound, i.e. sealed or glued (no ring or spiral stapling)
- Both copies must be accompanied by a digital version on a data carrier firmly attached to the thesis
- Both copies must be accompanied by a "Declaration of Authenticity" signed by you in lieu of an oath.

Alternative submission options:

- Via the faculty's post box (G22-1st floor),
- Via post (date of postmark = date of submission); When shipping from abroad, customs/shipping charges may apply and must be borne by the student,
- Directly via the daily emptied **red post box in front of G09** (→ Posting of thesis until 24 o'clock (midnight)),
- Via personal delivery to the examination office during in-person office hours.

2) Extension of the writing period:

- In accordance with your study and examination regulations, the processing time of Bachelor's or Master's theses can only be extended by a maximum of 2 or 4 weeks respectively by the examination board upon request and only if there is a compelling reason for doing so.
- Compelling reasons:
 - Illness (→ Proof of medical certificate)
 - Other substantial restriction of your working possibilities due to force majeure (→ credible evidence required)
- Request for extension:
 - **must be submitted informally in writing (e-mail, post, in person)**
 - The Examinations Office will inform you as well as the *examiner* of the new, latest submission date by e-mail.

3) Withdrawal based on compelling reasons:

- According to your SPO's, withdrawal from your thesis (BA/MA) can generally be granted in case of a **compelling reason**.
- Triftige Gründe:
 - Long-term illness (→ Proof of medical certificate)
 - Other substantial restriction of your working possibilities due to force majeure (→ credible evidence required)

Dr. Toni Richter