

Guidelines for final theses registration (Diploma / Master)

Have you finished the 7th semester and successfully passed all exams? Then you can start with your thesis!
But of course this doesn't work without formalities.

The following steps must be followed:

1. Fill out the form "Application for Admission to the Final Project" (<https://www.fh-zwickau.de/kft/studium/studentisches/pruefungstermine-2020/ordnungen-formulare>) **only for admission**, sign it and hand it in to the Student Advisory Services of the faculty (stephanie.schmidt@fh-zwickau.de).
2. As soon as admission has been granted, collect **the original** application form and find two supervisors for your thesis.
3. Add a **topic** to the application form, have the first supervisor sign it and return **the original** to the Student Advisory Services.
4. The Examination Board will set the starting and the final submission deadline. You will receive information about this from the faculty's Student Advisory Services.

Time allowed for completion:

Diploma Thesis 16 weeks

Master's Thesis 18 weeks

5. If delays occur, an extension may be granted upon application and may only be granted once. The application for extension together with the justification for the delay can be submitted by email to both the Examination Board as well as the Student Advisory Services.

Extension periods:

Diploma Thesis max. 8 weeks

Master's Thesis max. 4 weeks

6. What do you have to submit:
 - ✓ 2 x hard copies of your thesis
 - ✓ 1 x soft copy of your thesis
 - ✓ verification of HSB (LIB) <http://libdoc.fh-zwickau.de/opus4/home>
7. After submission, your thesis defense (colloquium) should take place within the next 4 weeks. You will arrange a date with your supervisors.

You will receive the official invitation exclusively by email.

Therefore, please **check your university email account regularly!**

After a successful defense you will receive the documents for exmatriculation.

We wish you success!

Our Student Advisory Service (stephanie.schmidt@fh-zwickau.de) is always available to help and advise you.

Thesis formatting template:

https://www.fh-zwickau.de/fileadmin/fakultaeten/kft/docs/studium/hinweise_diplomarbeiten/Vorlage_Abschlussarbeit.docx