

Instruction Sheet for the Execution of Diploma Thesis / Master Thesis

Please note that for legal purposes only the German version applies. (Date of Issue: 13.09.2010)

General

1. The examination regulations for the Diplom/Master degree courses of the Faculty of Economics and Business Administration of the Johann Wolfgang Goethe-Universität Frankfurt am Main apply in the respective current version. In addition, the general examination rules will be exercised.
2. The Examination Office requires your particulars for the execution of the Diploma and Master's Examinations. The legal basis for data processing is §7 par.1 and §§ 11 ff. of the Hessian data protection law and the examination regulations. Granting of information is voluntary, i.e. you are not legally bound to answer the questions. No information or incomplete information means, however, that you will not be admitted to the examination.
3. All regulations are based on the principle of equal opportunity for all students and require your mandatory co-operation for the examination procedure. In particular, this includes the duty to inform yourself about the conditions and provisions laid down in the examination regulations.
4. For your convenience, the Examination Office has summarised the most important rules of the examination procedure for withdrawal due to illness and for discontinuance of an examination in instruction sheets. Please see "Instruction sheet for the Procedure in case of illness (or other withdrawals)".
5. These handouts, which are a very compact form of the rules and should not deter you from carrying out a closer study of the official examination regulations!

Procedure

1. Admission of the diploma thesis or master thesis must be requested at the Examination Office.
2. **Diplom:**
In the case of the diploma degree course this is only possible when all subject examinations in the mandatory subjects Business Administration and Economics have been passed.
Master:
Concerning the conditions for admission of the master thesis please see § 21 of the examination regulations of the respective master's degree course.
3. At the Examination Office you will then receive the form "Assignment and Acceptance of the Diploma/Master Thesis" ("Anmeldung zur Diplom/Masterarbeit") in which the title of the thesis is to be entered by the professor who sets the topic.
4. Acceptance of the topic must take place personally in the Examination Office within the time limit given (on the form).
5. **Diplom:**
The topic of the diploma thesis can be returned only once and only within the first six weeks of the period allotted for the execution of the thesis.
Master:
It is only possible to return the topic of the master thesis within the first three weeks of the period allotted for the execution of the thesis. A request for returning the topic of the thesis must be submitted to the Examination Office.
6. **Diplom:**
A single official bound copy of the diploma thesis must be submitted to the Examination Office within four months of the stipulated time. As evidence of timely submission (observation of deadline) the proof of postage via the date stamp (registered post) from a post office in the Federal Republic of Germany is sufficient.
Master:
The master thesis must be submitted, bound and in duplicate, to the Examination Office within four months of the stipulated time. As evidence of timely submission (observation of deadline) the proof of postage via the date stamp (registered post) from a post office in the Federal Republic of Germany is sufficient.

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7. If the submission date has not been adhered to, or if the diploma/master thesis has not been handed in, or if the performance has been graded with “5,0” (failed), then this part of the examination will be considered as “failed” and may be attempted once again.
8. The assessment of the evaluated diploma/master thesis may be inspected during the usual consulting hours in the Examination Office.
9. All candidates who have completed the diploma or master thesis as the final required performance for the completion of their studies can request that the diploma certificate or the master’s certificate will be handed out. The Certificate will be dated to the submission date of the diploma thesis or master thesis in this case.

Formal requirements

1. The thesis is to be accompanied by a list of the resources used and an statutory declaration with the following wording in **German**:
 - “Ich erkläre hiermit, dass ich die vorliegende Arbeit selbständig und nur unter Benutzung der angegebenen Literatur und Hilfsmittel angefertigt habe. Wörtlich übernommene Sätze oder Satzteile sind als Zitat belegt, andere Anlehnungen hinsichtlich Aussage und Umfang unter Quellenangabe kenntlich gemacht. Die Arbeit hat in gleicher oder ähnlicher Form noch keiner Prüfungsbehörde vorgelegen und ist nicht veröffentlicht“.
[English translation : “I herewith declare that I have completed the present thesis independently making use only of the specified literature and aids. Sentences or parts of sentences quoted literally are marked as quotations; identification of other references with regard to the statement and scope of the work is quoted. The thesis in this form or in any other form has not been submitted to an examination body and has not been published.”]
 - Underneath date and signature.
 - The submission of a false declaration means that the examination will be regarded as ‘failed’; furthermore, in serious or repeated cases, the Examination Board can declare the entire diploma/ master’s examination as ‘failed’.
 - If the diploma or master thesis has been produced by a group, according to the requirements of §23 paragraph 5 of the Diploma Examination Regulations (“DPO”) or § 21 paragraph 9 of the respective master examination regulations, your own contribution must be clearly marked and the above mentioned declaration is to be given for the marked passages.
2. The white cover sheet on the inside must contain the following particulars: topic, name of professor who set the topic for thesis as well as the candidate’s name, and degree course or field of study.
3. Generally, there is no stipulation regarding the minimum or maximum length of the diploma/master thesis. Please discuss this and any other formalities of the thesis with the supervisor concerned.

Extension of the processing time due to illness or for other reasons

You can find information regarding this matter in the „Instruction sheet for the procedure in case of illness (or other withdrawals)“.

Should you have any further questions, please consult an Examination Office employee!

