

Guideline for the thesis process

The conditions for final theses may vary depending on the degree program. Please always check the respective examination regulations (FPO): <https://www.fau.de/fau/rechtsgrundlagen/pruefungsordnungen/>

From first contact to registration

- ☐ The student contacts the lab where they would like to write their thesis according to the requirements of the respective lab.
- ☐ The student and the supervisor agree on a title, a start date and the lab specific conditions. Everyone should make sure that the deadline for submission is not during the Christmas break.
- ☐ The student submits at least the following documents digitally to the supervisor¹:
 - ☐ abstract including data on student and thesis and a portrait for the website, if desired, according to the template that can be found on the AIBE website and in the [AIBE wiki](#)
 - ☐ their certificate of enrollment (Immatrikulationsbescheinigung); the supervisor checks that the student is not exmatriculated or on leave of absence; repeat for all semesters in which the thesis is being worked on
- ☐ The student fills out the registration & agreement document from AIBE website or [AIBE wiki](#). Please note special cases, e.g. a medical supervisor is required for Medical Engineering.
- ☐ The student signs the agreement document on paper or digitally and sends it to the supervising professor and the supervisor.
- ☐ The supervising professor sends all necessary documents by e-mail to *AIBE theses* (aibe-theses@fau.de) and stores the originals safely for later:
 - ☐ certificate of enrollment/Immatrikulationsbescheinigung (checked for validity)
 - ☐ abstract (approved by supervising professor)
 - ☐ registration & agreement (signed by all relevant parties); the original will later be needed to communicate the grade to the Examination Office
- ☐ *AIBE theses* checks the information and makes also sure that the deadline for submission is not during the Christmas vacations. *AIBE theses* sends the registration form by e-mail to the Examination Office and to the supervising professor in CC. Please involve *AIBE theses* in the entire process from this point on and inform them of any changes.

¹ **Supervising professor** = the professor of the lab where the thesis is written; **Supervisor** = the supervisor, who is the direct contact person for the student, e.g. a PhD candidate of the respective lab. Supervising professor and supervisor may be identical.

- ☐ *AIBE theses* documents all thesis data for the department in a list and assigns an AIBE number.
- ☐ *AIBE IT* retrieves the data from the department documentation and adds the student to relevant department mailing lists.
- ☐ The lab adds the student to internal mailing lists or similar.
- ☐ If the student needs access or locking rights etc., the supervisor writes an email to hta-support@fau.de with the student in CC. In addition to the FAU ID (on the back of the card), the duration and room etc. must be specified. *AIBE IT* will then take care of it.
- ☐ If the student should be enabled to book a desk at Nürnberger Str. 74 via Flexopus, they must [apply for access via IdM](#) and wait for confirmation. One working day after their first login to [Flexopus](#), they will be assigned to the correct group and can book.
- ☐ In order to show which theses are currently in progress, an entry should be created for each student on the website of the lab ([example](#)). If a student chooses to opt out in the agreement, only the general data will be published, but not the abstract.

From writing to grading

- ☐ According to ABMPO/TF a Bachelor's thesis should be completed within 5 months and a Master's thesis within 6 months (this may be different at NatFak, please check the ABMPO/NatFak). If the deadline falls on a weekend or public holiday, the submission is due on the next working day. Please check whether the FPO contains any deviating regulations.
- ☐ The student writes their thesis and (depending on the FPO and lab) regularly takes part in the colloquium/seminar.
- ☐ If the student is ill, they should obtain a sick note from a doctor; only in this way can the deadline be postponed by the Examination Office; the student must inform the supervising professor, the supervisor and *AIBE theses* (aibe-theses@fau.de) of any changes.
- ☐ If the title of the thesis needs to be changed, please use the template from AIBE website or [AIBE wiki](#) and send it by e-mail to the Examination Office and to *AIBE theses* (aibe-theses@fau.de) in CC. Please refer to the corresponding rules according to ABMPO/TF (these may differ at NatFak).
- ☐ If necessary, the supervisor will arrange a date for the final presentation in good time (depending on the FPO and lab) and the student may give a final presentation. This may happen in the final phase or after submission of the thesis. If necessary, the student demonstrates practical elements, software, etc. to the supervisor/supervising professor.
- ☐ The student submits their thesis in printed form **and** digitally **and** including further data to the supervising professor, the supervisor or the *AIBE Administration*; whoever receives the

printed thesis acknowledges the (timely) submission on one of the first pages with date, signature and the lab/department stamp and also – if desired – on the submission confirmation document. If the thesis is submitted by post, it must be sent early enough to be received by the deadline at the latest. To ensure that the receipt can be acknowledged accordingly, it is advisable to specify the *Department AIBE* as the addressee, not an individual person.

- ☐ The supervising professor grades according to the respective FPO – supported by the supervisor – usually within 4 weeks after submission.
- ☐ If the student requires a 4.0 certificate, the supervising professor will issue it, provided that a grade of 4.0 or better has been achieved in the thesis and, if applicable, the presentation; a template can be found in the [AIBE wiki](#).
- ☐ When the grade for the thesis or the grades for thesis and presentation (depending on FPO) have been entered in the lower part of the registration form and the supervising professor has signed it, the supervising professor sends the updated document to the appropriate Examination Office and to *AIBE theses* (aibe-theses@fau.de) in CC.

Final steps

- ☐ The supervisor hands the printed thesis over to *AIBE Administration*, who archives it according to the rules of FAU.
- ☐ The student hands over all relevant material to the supervisor and deletes unnecessary data.
- ☐ The entry on the website should be marked as completed and moved to the “Former Students” section or equivalent.
- ☐ 6 weeks after submission, *AIBE IT* **deletes all user data**, blocks access and removes the student from the mailing lists; if an extension is necessary, the supervisor should contact hta-support@fau.de in good time and inform the student in CC; if locking media have been issued, they must also be returned no later than 6 weeks after submission.
- ☐ If a patent-worthy product/concept/etc. is developed as part of the thesis, please also take a look at the [FAU IP policy](#) and contact the FAU patent management if necessary.

Further information can be found in the AIBE wiki or on the AIBE website. If you have any questions, please contact aibe-theses@fau.de.