Writing a thesis at Department of Computer Science

Procedure and tips from the Examination Office

Congratulations! You have already completed a number of examinations so that you can complete your degree programme with a Bachelor's or Master's thesis. The general conditions for this thesis are set out in the 'General Provisions for Examination Regulations' (ABPO; [1]) and in the examination regulations for your degree programme. A simple overview with notes should make it easier for you to get started.

Before you start

Before you register your thesis, there are several general points to consider:

- Check whether you fulfil all the requirements according to the examination regulations for your degree programme. If anything is unclear (e.g. if not all grades have been entered, even though you have taken all examinations), please contact the Examinations Office directly via the customer care centre.
- Firstly, think about a possible topic by yourself. For the first time in your degree programme, you have the opportunity to co-determine the content of an examination!
- Find a supervisor at the university to help you with your work. Full-time lecturers are familiar with the regulations and the content, so they can also support with any unanswered questions.
- The second supervisor can also be an external person, e.g. if the thesis is written in co-operation with a company. Discuss this in advance with your supervisor at the university. Remember: The thesis is first and foremost a university examination.

Register

Once the topic and supervision have been clarified, you can register your thesis. To do this, you must complete the official registration form [2] and attach any additional documents.

- You can find the form on the website of the Examination Office [2]. Please fill it out completely.
- The form must be signed by hand. The name in a script font is not accepted and digital signatures are currently not supported.
- Both supervisors must also sign by hand.
- If you have an external supervisor, you need to request it informally. Such a request must be formulated and signed by yourself. We also require a copy (or photo) of the degree certificate of the external supervisor. Background: The assessors act as examiners and must therefore first be authorised by the department.
- Submit all documents promptly after both examiners have signed the application via the customer care centre (and only here!). The Examination Office will then coordinate the

further processes. There is no need for you to contact other parties involved (e.g. the Dean's Office).

- The dates for the start and submission of the thesis are determined exclusively by the Examination Board (not the Examination Office). As several parties are involved, we cannot confirm or consider any fixed dates in advance. This also applies to companies: The start and end dates from the examination board apply and not any contract dates in the company.
- Once your application has been successfully processed, you will receive an admission e-mail with the exact dates.

Extension

Sometimes life throws a spanner in the works and you may fall behind schedule.

- As a general rule, the thesis is your responsibility and this includes planning and writing it.
- If there are reasons for which you are not responsible, you can apply for an extension (again, informally). These reasons must be proven and will be reviewed by the examination board. If the reasons are not convincingly proven, the application must be rejected!
- An extension cannot be granted indefinitely. The examination regulations for your degree programme specify a maximum duration for extending the processing time. Please refer to the examination regulations.
- In the event of illness, please use the form to certify your inability to take examinations [3]. Illness must be proven immediately, which means within 3 working days. A certificate submitted later can no longer be considered if there are no serious circumstances.
- A certificate of incapacity for work (aka. sick note) is generally not accepted by the examination boards.
- Even if there are other reasons for an extension, the application must be submitted immediately after the respective reason arises.
- All documents should be sent to the Examination Office via the customer care centre. We will take care of the rest and notify you.

Delivery

It's finally done! You have finished your work and can hand it in.

- The university only accepts submissions online. The admission notification (the e-mail at the end of the registration process; see above) contains the necessary information for uploading the submission.
- Each submission must contain a personally signed declaration that the work was written independently and that no sources and aids other than those specified were used. A template, which also includes the use of generative AI, can be found on the university's website [4].
- Please note: The submission date specified in the admission (or after extension) is binding! We must treat all students equally. If you submit your thesis after the deadline, it will be graded as insufficient (5.0) and will therefore be deemed to have been failed.
- If there are reasons for which you are not responsible, these must be proven. In general, we must assume that you start uploading in good time and also take into account technical failures of your internet provider. After all, you are studying computer science or business informatics!

- If all else fails: Send a message and the completed thesis to the examination office and your supervisors in good time (i.e. before the deadline).

Colloquium

Once you have submitted your thesis, you must wait and see. The two reviewers must read and evaluate the thesis.

- If the thesis is at least passed, the reviewers will contact you with an appointment for the colloquium.
- Colloquia are preferably held on site and only in exceptional cases online.

Good luck!

Further Information

[1] General Provisions for Examination Regulations for Bachelor's and Master's Degrees of 10 November 2004 as amended on 21 June 2023, RSO 1451; https://www.frankfurt-university.de/fileadmin/standard/Aktuelles/Amtliche_Mitteilungen/Akademische_Satzungen/Studien-_und_Pruefungsordnungen/ABPO__Lesefassung_21.06.2023_.pdf

[2] Information page of the Examination Office: https://www.frankfurt-university.de/de/hochschule/fachbereich-2-informatik-und-ingenieurwissenschaften/einrichtungen-services/pruefungsamt-am-fb-2/

[3] Medical certificate form: https://www.frankfurt-university.de/fileadmin/standard/Studium/Formulare_Pruefungsaemter/aerztlichesattest.pdf

[4] Declaration of Independence Frankfurt University of Applied Sciences: https://www.frankfurt-university.de/fileadmin/standard/Studium/Pruefungsanmeldung/Eigenstaendigkeitserklaerung_barrierefrei.pdf

Additionally: Examination regulations of the respective degree programme

Examination Office Computer Science
Fb2: Computer Science and Engineering
Customer care centre: https://jira.frankfurt-university.de/plugins/servlet/desk/portal/87
Contact: pruefungsamt_i@fb2.fra-uas.de