

Guide to registering theses

Registration, i.e. the submission of an application to complete the thesis, is done digitally by submitting an application to the Examination Office, i.e. via e-mail from the uni-muenster.de address to the responsible clerk.

E-mail procedure for the digital application for admission to the thesis

The digital application consists of an e-mail correspondence via the uni-muenster.de addresses in the following order:

Applicant,
First reviewer,
Examination Office

Recommendation: The second reviewer should receive the e-mails in cc from the applicant's correspondence onwards.

The e-mail addresses of the responsible examination office can be found on the University of Münster website.

Please indicate in your email whether you are requesting the issue of the topic (student), confirming your willingness to supervise and assess (examiner), confirming any necessary admission requirements (Office of Student Affairs, responsible subject representative) or officially issuing the topic (Examination Office).

Three steps to approve/reject an application

Step 1:

Student writes to first assessor (second assessor if applicable), examination office in the CC (responsible administrator)

Subject: Application for admission to final thesis Matriculation number XXXXXX

E-mail text:

Ladies and Gentlemen,

I hereby apply for admission to the final thesis.

Degree:

Subject:

Module, if applicable:

First reviewer:

Second reviewer:

Topic/title:

English translation of the topic/title:

I am writing my thesis during/not during my studies. My thesis will be written in the following language:

I confirm that I am familiar with the examination/framework regulations (if applicable, subject-specific regulations) of the University of Münster that apply to me. I am not currently writing another thesis.

I am aware that this examination attempt will be counted towards the number of possible failed attempts.

Yours sincerely, First name Last

name Matriculation number

Step 2:

If the first reviewer approves the application, the first reviewer forwards the e-mail to the Examination Office (cc: student and, if applicable, second reviewer) with the following text:

I hereby declare that I will supervise the thesis. The second supervisor will be confirmed. The start date corresponds to the date this e-mail was sent.

The admission requirements for the thesis have been met / The admission requirements for the thesis must be confirmed in a separate step by the study office/responsible subject representative (in the CC of this e-mail).

Step 3:

The Examination Office sends the student the official confirmation of the topic by e-mail.