

Faculty of Management, Economics and Society

Information on Submission of Final Theses (Bachelor and Master theses)

Dear students,

Please comply with the following regulations when you submit your final thesis:

- **Modifications in the title** of the thesis require the examination committee's approval – to be applied for prior to submission of the thesis – as well as the reviewer's written consent. For deadlines see the respective study and examination regulations.
- The final thesis must be submitted to the examination office **on time**. The date of the postmark shall be deemed to be the date of receipt in case of submission by post. For deadlines see the respective study and examination regulations. You will also be notified of the deadline when you register your final thesis with the examination office.
- You must submit **three bound copies** of your final thesis.
- An affidavit with your original signature must be included in **each** bound copy.
- In addition to the bound copies, **one electronic copy** must be submitted. The electronic copy must be submitted by e-mail on the same day as the bound versions. The submission date of the printed versions applies.
- The electronic version of the paper is not to be sent directly to the examiners, but **only** to the Examination Office at: pruefung.wige@uni-wh.de
- The files must be provided in **PDF format**
- For details of layout, structure and formatting see the guidelines for academic writing under:
<https://intranet.uni-wh.de/en/intern/fakultaet-fuer-wirtschaftswissenschaft/fakultaet/guidelines-for-academic-writing/>
- If a non-disclosure notice applies to your thesis, please specify this clearly on the title page.

If you have any further questions, please do not hesitate to contact the Examination Office at pruefung.wige@uni-wh.de or by telephone 02302-926-5438 / 536.