

## **How to complete the form for the Master Thesis registration**

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The completion of the form for the Master Thesis registration is a twostep process:

### **Step I: Admission**

- A. First, the student requests the official admission to the thesis after confirmation from the supervisor. The student asks to confirm the admission to the thesis by filling in the part of the form reserved for students, upper part of the first page, section titled 'Applicant Information,' and bringing it to the supervisor. Please note, the supervisor can agree to supervise the student even if the title is not yet decided.
- B. The supervisor confirms that they are going to supervise the student and the Professor signs on the first page, completing the section titled, 'Admission to the Master Thesis.' Then the supervisor sends the form to the MEP Coordinator.
- C. The MEP Coordinator will process the application on HISinONE. After processing it, the student's transcripts will reflect "Master Thesis: ZU" meaning Zugelassen (admitted). The MEP Coordinator will then send the form back to the Chair of the supervisor.

### **Step II: Registration of Title**

- A. Once student and supervisor have agreed on a title, the student can properly register for the thesis. For this, the supervisor should fill in the title on page two of the registration form, 'Title of the Master Thesis' entering the title of thesis, candidate information, start date ('subject communicated on') and who the second examiner will be. The supervisor sends the form to the MEP Coordinator
- B. The MEP Coordinator will then register the thesis in HISinONE. The MEP Coordinator will send the student an e-mail informing him or her of the official title of the thesis and of the deadline for submission. The title of the thesis will appear in the transcripts at this time. ***The student is not involved in this process.***

**IMPORTANT NOTE:** The MEP Coordinator does not receive any documentation involving the thesis directly from the student. The MEP Coordinator solely works with the Chair, following their instructions. Only when the thesis is registered, the MEP Coordinator will then communicate to the student via e-mail.