

Guidelines for registering for degree theses for the duration of the coronavirus crisis

To prevent the spread of infection during the coronavirus pandemic, students are now allowed – in exception to the rule – to register for their degree theses via email until further notice. Candidates must submit their requests digitally to the respective Examinations Office, i.e. via email from their @uni-muenster.de account. In their email, students must include their preliminary transcript of records (ToR) which can be downloaded from the QISPOS portal. The preliminary ToR is necessary for assessing whether the student has met the prerequisites for commencing the degree thesis.

Procedure for registering for a degree thesis via email

The digital request consists of email correspondence sent from “@uni-muenster.de” addresses in the following order:

candidate

first examiner

Examinations Office

Recommendation: The second examiner should be included in “cc” in the candidate’s email correspondence.

The email addresses of the responsible Examinations Offices can be found on the WWU website.

Please indicate whether your email represents a request for the assignment of a topic (student), confirmation of supervision and evaluation (examiner), confirmation that the admission requirements have been fulfilled, if applicable (Studienbüro, responsible departmental representative), or the official assignment of the topic (Examinations Office).

The Examinations Office stores the entire email correspondence on file. The date of the examination should be arranged between the candidate, examiner and observer (or second examiner) in a separate email thread.

Approval/rejection of a request **in three steps:**

Step 1:

The student writes to the first examiner (and second examiner, if applicable) and the Examinations Office in cc, and attaches the preliminary transcript of records (ToR).

Re: Request permission to commence my degree thesis, student ID no. XXXXXXXXX

Email text:

Dear Sir or Madam,

I hereby request permission to commence my degree thesis. I am aware that the University of Münster is currently operating in restricted capacity and its facilities (libraries and labs) may be inaccessible or only partially accessible to students for an indefinite period of time.

Degree:

Subject:

Module/specialisation (if appl.):

First examiner:

Second examiner:

Topic/title:

English translation of topic/title:

I plan to write my degree thesis during my studies/after completing my studies.

My degree thesis will be written in the following language:

I hereby confirm that I have read and understood the examination/framework regulations (e.g. subject-specific provisions) of the University of Münster (WWU). I am not writing any other degree thesis at the moment.

I am aware that the "free attempt" rule issued as part of the Coronavirus Epidemic Higher Education Regulations only applies to degree theses which have received the grade "fail" and have been submitted prior to 30 September 2020.

Sincerely,

First and last name

Student ID no.

Step 2:

Once the first examiner agrees to the request, he/she forwards the request to the Examinations Office (cc: student and second examiner (if applicable)) with the addition of the following text:

I hereby declare my intention to supervise the candidate's degree thesis. The second examiner is hereby confirmed. The date of commencement of the thesis corresponds to the date of this email.

The admission requirements for commencement of the degree thesis have been fulfilled./The admission requirements for commencement of the degree thesis must be confirmed by the Studienbüro/responsible department representative (in cc) in a separate step.

Step 3:

The Examinations Office sends the student official confirmation of the assigned topic via email.