

To
Board of examiners, Master's Programme
Sustainable Chemistry

via
Examination Office Natural Sciences
Heinrich-Buff-Ring 17
35392 Giessen

To be filled in by the Examination Office
Receipt Examination office (date):

Application for the Master's Thesis *Sustainable Chemistry*

Last Name, First Name

Matriculation Number

is admitted to the Master's thesis with the following topic:

Start of the thesis: _____ (filled in by the supervisor)

Submission deadline: _____ (filled in by a representative of the board of examiners; the date will be recorded in Flexnow once approval has been granted)

Professorial Supervisor: _____

Modules are still attended while working on the thesis: ☐ yes ☐ no

(Date / Signature of student)

(Date / Signature of main supervisor)

(Date / Signature board of examiners)

Special Regulations 7.36.08 Nr. 6, § 9

(1) The Master's thesis should generally be carried out in the subject area in which the laboratory project was taken. The laboratory project should be chosen from one of the two research modules.

(2) The topic of the thesis is issued by the board of examiners. The workload for the thesis is 30 CP, which corresponds to 900 hours. The board of examiners determines the submission deadline for the thesis, considering other parallel modules and coursework. The topic must be written in such a way that it can be completed within the set deadline.

(3) In justified cases, the board of examiners may extend the deadline by up to half of the processing time.

(4) The thesis can generally be started after the modules of the first three semesters have been completed. The board of examiners decides on exceptions.

Information on submitting your thesis can be found at this link:



Information on preparing and submitting your thesis

- You can find the calculated submission deadline in the Flexnow entry for the thesis module. If the calculated submission deadline falls on a Saturday, Sunday or public holiday, you may submit your thesis on the following working day. For submissions after the Christmas break, please check when the Examinations Office reopens in the new year. The thesis must be submitted by this date at the latest.
- The Examination Office must receive a printed copy of your thesis as well as a searchable electronic version (PDF, max. 15 MB) via email. You may submit the printed copy by mail (the postmark date will be considered the submission date), or by dropping it in the on-site mailbox (facility management's entrance HBR 17-19, or outside our office). Submission of the digital version does **not** count towards meeting the deadline.
- You must send the copies to the two reviewers yourself. Please consult with your reviewers to determine the format in which they would like to receive the thesis (printed, digital, or both).
- It is essential that the [thesis submission form](#) is completed in full, signed and submitted together with the thesis.
- You will not automatically receive your certificate by mail. If you would like to have your certificate mailed to you, please submit a self-addressed, stamped envelope with a stiff backing and your address clearly written on it to the Examination Office when you submit your thesis. If you are picking up your transcript in person, we will notify you by email as soon as it is ready for pickup. Please be sure to bring a valid government-issued ID with you when picking it up.

All Information from registering your BSc/MSc thesis to receiving your degree certificate are summarised on [this website](#):

