

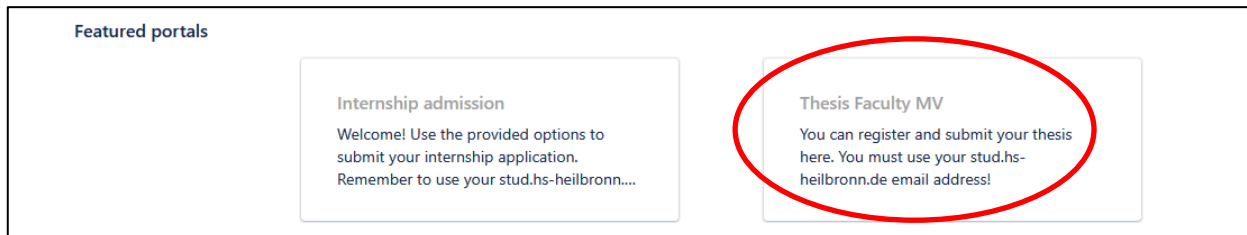
As of June 30, 2025

Thesis – Process description for students:

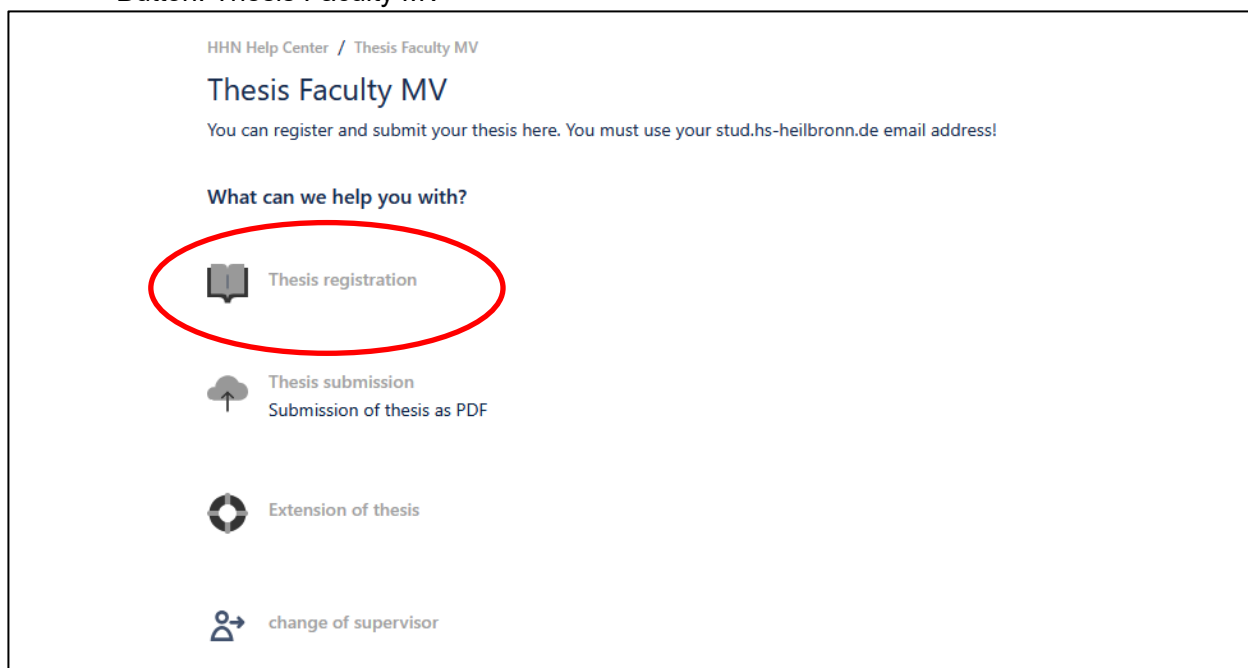
## Application for issuance of bachelor's thesis / master's thesis

Registration link: <https://hnn.atlassian.net/servicedesk/customer/portals> Login details:

Registration is only possible with your university email address



⇒ Button: Thesis Faculty MV



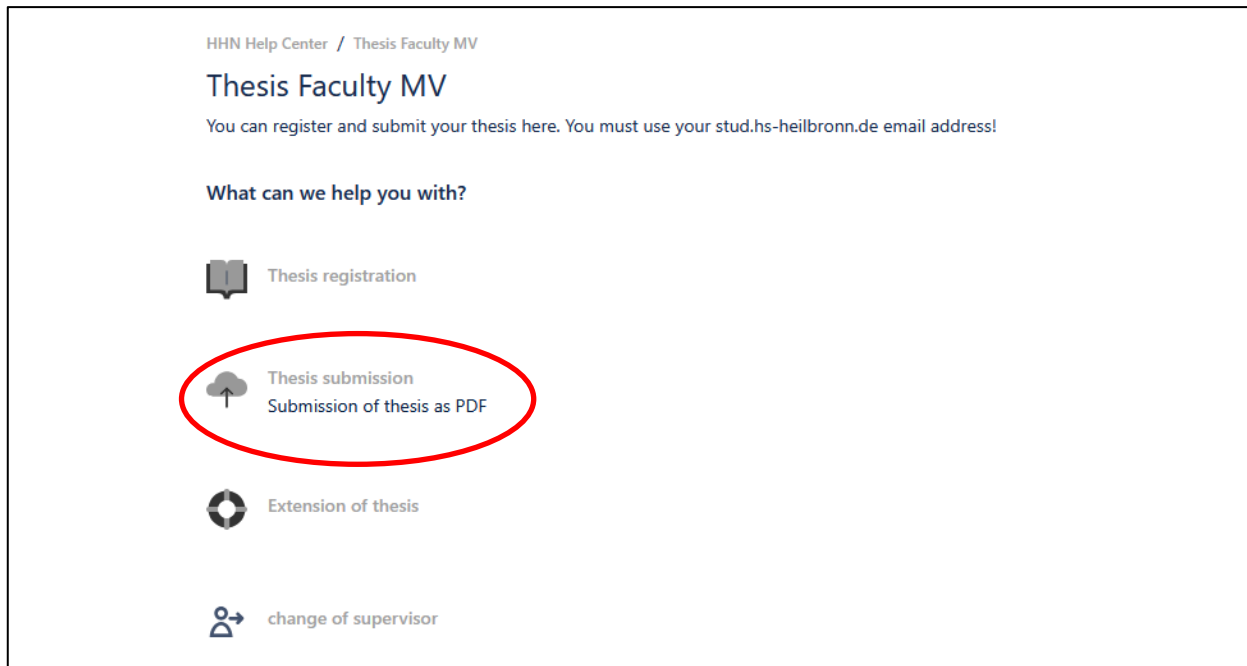
⇒ Button: Thesis registration

⇒ Requirements

- **Bachelor:** Issued at the earliest in the 6th semester, after completion of the practical semester and at the latest 6 months after the end of the semester in which the last subject examination was successfully passed, in accordance with § 26 (1) SPO AT (Bachelor).
- **Master's:** Issued at the earliest after the lecture period of the second semester and at the latest six months after the end of the semester in which the last module examination was successfully completed, in accordance with § 21 (1) SPO AT (Master's). Fill in all fields; upload your transcript of grades.

- ⇒ If the requirements are met, fill in all fields accordingly.
- ⇒ If there is an external second examiner, their email address is required.
- ⇒ Upload transcript
- ⇒ Send
- ⇒ You will receive an email as soon as your thesis has been approved for publication. Processing time approx. two weeks.

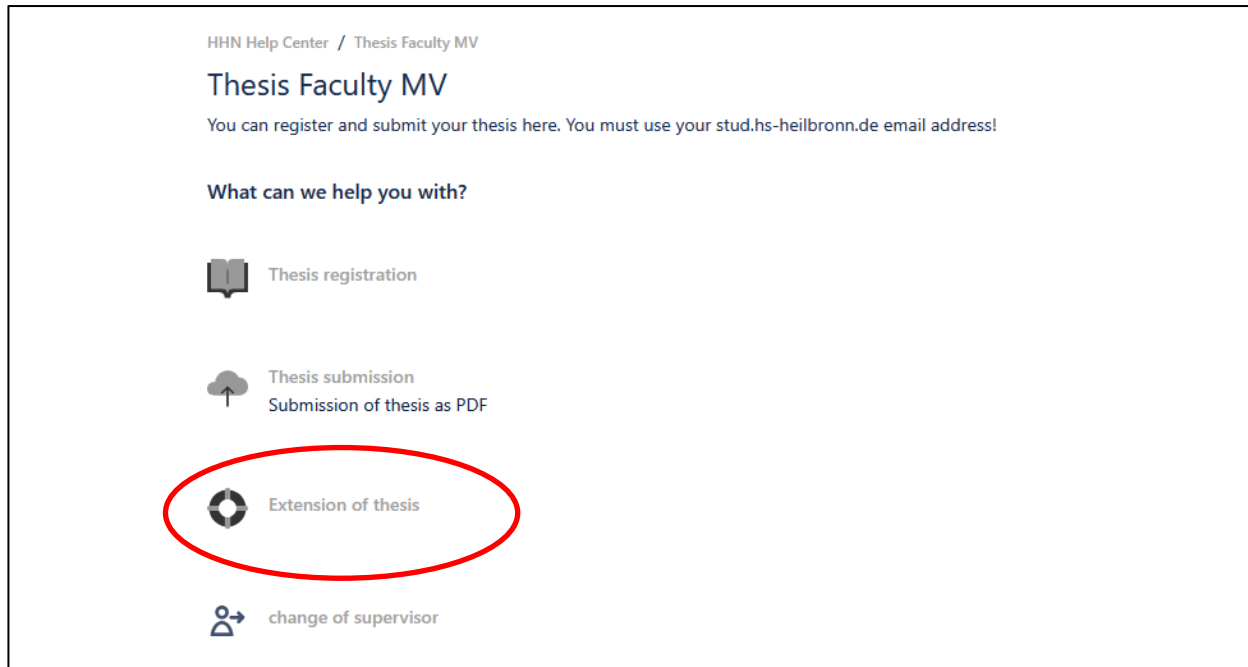
## Submission of thesis:



- ⇒ Upload the PDF file  
Important note: Despite submitting a PDF file via the portal, you must also submit a bound version to the administration.
- ⇒ Enter the final title
- ⇒ Send
- ⇒ You will receive a confirmation of submission by email. (Please note the processing time).
- ⇒ You will receive a confirmation email when your thesis has been graded.

## Extension of thesis:

Prior agreement on a new submission date with the primary supervisor is required. If necessary, upload a doctor's note.



## Change of supervisor

Prior consultation with the primary supervisor is required.

