

Notes on thesis submission

Detailed provisions on the final thesis can be found in the [examination and study regulations](#) of the relevant degree programme.

Registering the thesis

- The person assigning the topic enters the topic and start date of the thesis in the integrated campus management system CampusOnline.
- The Examinations Office informs the student about the agreed topic and the deadline for submitting the thesis by sending an e-mail to his or her University of Bayreuth e-mail address.
- Once the deadline has been set, changes can only be made via the Examinations Office.

Submitting the thesis

- The thesis is submitted digitally as a PDF file or in an accepted file format via the [form server](#). Before sending the thesis, it must be confirmed that the thesis was written independently and that no sources or aids other than those stated were used and that the thesis has not already been submitted for the award of an academic degree.
- After uploading the thesis, the receipt of your thesis will be confirmed by an e-mail sent to your University of Bayreuth e-mail address.

Please note that in addition to digital submission of the thesis, one or two paper copies (identical to the digital version) may have to be submitted to the examiner(s) - for more information on this, please refer to the attached sheet (Are paper copies required? If so, how many?), your study and examination regulations or enquire with the examiner(s).

- All documents must be handed in on time. This applies both to the electronic submission of the thesis and to the submission of any paper copies (if required or agreed). If there are further files (interviews, data, software, etc.) in connection with the thesis, save them on a USB stick and hand it over to the examiner.

Extension of the deadline

- In cases where students are not responsible for exceeding a deadline, the chair of examiners may, upon [request](#) by the candidate and after hearing the supervisor, grant an extension up to the deadline stipulated in the examination and study regulations. The request must be made in good time before the deadline for submission of the thesis.
- If a medical certificate proves that a candidate is prevented from working due to illness, the deadline shall be extended according to the period of illness determined by a physician. Medical certificates (certificates of incapacity for work are not recognized) must be submitted to the Examinations Office without delay. The relevant information can be found on the [websites of the Examinations Offices](#). The new deadline will be communicated by way of an e-mail sent to the student's University of Bayreuth e-mail address.

Are paper copies required? If so, how many?

Faculty I – Mathematics, Physics & Computer Science

At the request of the examiners, a paper copy of the thesis must be submitted to them by the deadline in addition to digital submission of the thesis.

Faculty II – Biology, Chemistry & Earth Sciences

At the request of the (first) examiner, up to two paper copies of the thesis must be submitted to him or her in addition to digital submission of the thesis.

Faculty III – Law, Business & Economics

In addition to digital submission of the thesis, one paper copy of the thesis must be submitted to the (first) examiner by the deadline.

Faculty IV – Languages & Literatures

In addition to digital submission of the thesis, two paper copies of the thesis must be submitted to the examiners by the deadline, unless they waive this requirement.

Faculty V – Humanities & Social Sciences

No additional paper copies need to be submitted.

Faculty VI – Engineering Science

At the request of the (first) examiner, up to two paper copies of the thesis must be submitted to the examiners by the deadline in addition to digital submission of the thesis.

Faculty VII – Life Sciences: Food, Nutrition & Health

At the request of the reviewer, up to two paper copies of the thesis must be submitted to the reviewer by the deadline in addition to digital submission of the thesis.