
Guidelines for final theses (Bachelor, Master)

Updated on: April 20, 2026

Please note that only the German-language information sheet is legally binding!

I. Examination Regulation

The final thesis is part of the final examination of the chosen degree program.

Application, admission, issue, submission and evaluation are carried out in accordance with the relevant provisions of the General Examination Regulations of the Augsburg Technical University of Applied Sciences (APO) and the Study and Examination Regulations of the respective degree program (SPO).

II. Subject and Examiner

The topic of the thesis is agreed upon by the student and the examiner. The topic may be based on purely scientific and theoretical considerations, or on practical problems of scientific relevance. In the latter case, a practice partner (normally a company) is usually involved in formulating the task (so-called “external thesis”; see also point V.). Consultation with and approval by the examiner is required in this regard.

The following guidelines apply to the title of the thesis:

1. The title must correspond to the content of the thesis.
2. Company names in the title: The title must be formulated in a scientifically generic manner. This means that the mention of company names in the title should be avoided. Exceptions to this rule are made if the company is of high significance for the scientific results of the work.
3. The title must be assignable to the degree program in which the thesis is being written.

The title is agreed upon with the first examiner. If there are any questions, the first examiner may consult with the examination committee. The examination committee reviews the title as part of the formal approval of the thesis.

The evaluation of the thesis is primarily the responsibility of the first examiner specified at the time of admission. In addition, a secondary examiner is appointed at the time of registration, who will evaluate the thesis in the event of a failure.

III. Processing Times

Different processing times apply to final theses:

Bachelor	4 months
Master	6 months

This is the **total** formal **deadline for submission**. The exact processing period can be found in the confirmation letter for your registration. You will receive this either by post from the Examinations Office, usually approx. 5-7 days after the registration deadline, or automatically by email via the document management system (DMS) of the TH Augsburg. The effective net workload when working exclusively on the thesis is less than this and corresponds to approximately two full months for the Bachelor thesis and approximately four full months for the Master thesis. This does NOT include the necessary familiarization time, such as reading up on the task (including literature research), familiarizing yourself with technologies, or getting to know internal company processes.

While writing the thesis, **it is advisable** to maintain regular contact with the examiner (and, if necessary, the second examiner); among other things, the scope and schedule of the thesis should be discussed with the examiner.

IV. Aim and Objective of the Thesis

The thesis must demonstrate that the student is capable of **independently** addressing a challenging problem **based on current scientific and technical knowledge and methods**. This necessarily includes comprehensive research on the state of science and technology in the respective subject area.

Essential fundamental **scientific requirements** include:

- A **methodical and systematic approach** to ensure a comprehensible argument.
- **Objective reasoning** based on comprehensible criteria and the avoidance of emotional argumentation. When evaluating the literature, care must also be taken to ensure a balanced selection of sources.
- A striving for **universal validity of statements**, i.e. abstraction from special conditions resulting, for example, from the specific circumstances of a company/business. In case of doubt, the scope of validity of the findings must be specified.

If **software solutions** are required as part of the task, **only prototypes** usually need to be implemented as part of the thesis. Ensuring specific product characteristics or producing accompanying manuals is therefore generally not included.

In addition to these standards and principles, formal requirements must also be taken into account when writing a scientific paper. Please clarify this directly with your supervisor/examiner.

V. External Work

The following 'preliminary work' on the part of the company/firm is **required for the approval and admission** of an external thesis:

- **Presentation and explanation of the planned topic**, including a detailed description of the task
- **Name** of a responsible and professionally competent **company supervisor**
- **Written confirmation that the company supervisor has taken note of these guidelines** to the examiner (see last page of this information sheet)

A **schedule** for the completion of the company work agreed with the student must be submitted to the examiner at the actual start of the thesis.

The company is also required to grant the candidate access to the necessary equipment and work materials throughout the entire processing period. Furthermore, the examiner must be granted personal and comprehensive insight into the progress of the work on site at any time upon request (confidentiality regarding internal company information, as long as they are not directly related to the thesis, is guaranteed in advance).

Companies are also free to agree on an appropriate expense allowance or performance bonus with the student.

VI. Formal Steps/Procedure

1. For an internal or external thesis topic, you must first **find an examiner** (usually a professor in the faculty). To do this, speak directly to a supervisor who you believe is suitable for your needs.

A second examiner is not mandatory, but can be appointed as an additional subject-specific contact person (see above). If no second examiner is specified, one will be assigned by the examination board.

2. **Online registration** of your thesis (**degree programs IN, WI, IIS, TI, MIN, BIS, ITPM**)

- You can register online via [document management system „d3“](#) (DMS) of the TH Augsburg
- You will find an explanation of the application process in the [Moodle course „DMS-AAB“](#).
- Once you have applied for admission, **the Examination Office will confirm** via the DMS that you **meet the admission requirements** in accordance with the provisions of the APO or SPO.
- The system will then ask you to enter the topic and the names of **the first and**, if applicable, **second examiner**. The **first examiner** will then **confirm** that the topic has been agreed with him.
- The confirmation from the first examiner must be received **at least three working days** before the **intended official issue date of the thesis**. Otherwise the issue will be postponed to the next issue date.

During the lecture period, there is usually one opportunity per month to register a thesis. Please refer to the [Semester Dates](#) page of the Faculty of Computer Science website for the **registration dates** for the current semester.

- By registering, students **also** confirm that they have read and accepted the “**Student Declaration**” attached to these guidelines.
 - For **external theses**, the **company’s consent** form attached to this guidelines must **also** be obtained in writing by the company supervisor and uploaded to the DMS as a scan (appendix “Company Declaration”).).
 - For Bachelor theses in the IN, WI, IIS and TI degree programs, you must also participate in a [Bachelor seminar](#) or Bachelor course in consultation with your examiner. You can obtain more information about this from your first examiner. **Examination registration** for the seminar is currently automatic for the IN, WI, IIS and TI degree programs.
 - Master theses in BIS and MIN must be presented in accordance with the study and examination regulations. Please clarify the details with your first examiner.
3. **Formal admission** to the final thesis is granted by the examination board on the specified registration dates (formal deadlines) (the relevant dates can also be found on the website [Semester Dates](#) of the Faculty of Computer Science for the current semester).
- For the degree programs IN, MIN, WI, BIS, IIS, TI, ITPM: Your registration will be confirmed via the DMS. You will receive a corresponding email from the system.
4. While **writing your thesis**, it is advisable to maintain regular contact with your first examiner (and, if necessary, your secondary examiner); among other things, you should discuss the scope and schedule of your work with him/her.
5. **The thesis must be submitted** by 11:30 a.m. at the latest on the specified **submission deadline**. The chosen **form of submission is determined by the first examiner**. Please consult with your examiner. Possible forms of submission are e.g.
- at the secretary's office of the Faculty of Computer Science J 1.17
 - online in [Moodle-course Bachelorseminar und Abgabe Abschlussarbeiten](#)
 - secure submission via download link
 - by email (signed) to the examiner and secretariat

If the thesis is submitted electronically, the examiner and the secretariat must be informed by email. In this case, the email must also contain a cryptographic checksum (e.g. SHA-256) of the submitted file and a scan of the signed declaration of authorship.

When submitting to the secretariat, at least **ONE complete printed copy** of the thesis in **bound form** must be submitted per examiner (please consult with the first examiner). In exceptional cases, attachments may be submitted in folders.

Each copy includes:

- **Official cover sheet** => [WORD](#) / [LATEX](#)
In the case of an external thesis, the company providing the assignment must be noted.
- **Declaration of authorship** => [PDF](#)
Attach a signed declaration confirming that the thesis was written independently, has not been submitted elsewhere for examination purposes, and that no sources or aids other than those specified were used and that literal and paraphrased quotations were marked as such.

- **Programs / Prototypes**

All developed programs or prototypes must be documented and disclosed in accordance with the agreement with the first examiner.

Please clarify **directly with your examiner** to what extent **an additional file version of your thesis** must be submitted. This also applies to the scope and form of the digital version.

6. The **results** of the thesis are usually presented in a **colloquium** or a **presentation** or explained in the context of the bachelor seminar. Please discuss this directly with your examiner.
7. The final thesis is usually **graded within three months**; if you still do not have a grade after four months, please contact your first examiner or the head of examination board of your degree program directly with a friendly inquiry.
8. After correction and, if necessary, coordination with the second examiner, the examiner will report the **grade** to the **Examinations Office** on the 20th of the following month or at the end of the semester. You will then receive the official result from the Examinations Office in a timely manner.
9. BEFORE you deregister, don't forget to **return** any books, software, access cards etc. Data and programs that are no longer required on computers at the Technical University of Applied Sciences Augsburg must also be deleted.
10. **Always re-enroll as long as the grade is not yet in the system!** Your studies only end on the date your final exam grade is reported!

VII. Return of the Topic

The return of the topic must be notified to the responsible examination board, stating the reasons.

For the IN, MIN, WI, BIS, IIS, TI and ITPM degree programs, the notification is made directly via the DMS. For other degree programs, notification is made in writing to the head of the examination board.

VIII. Extension of the Processing Time

- Any necessary extension of the processing time can only be granted if there are **reasons beyond the student's control**.
- An extension request for the **IN, WI, IIS, TI, MIN, BIS, ITPM and SE** degree programs must be submitted **directly via the DMS**.
- For all other degree programs, the extension request must be submitted in **writing** (form [Fristverlängerung](#)), stating the reasons, to **the respective examination board no later than 14 days before the specified deadline for submission** of the thesis.
- The **application** must state by **how many weeks/months** the submission deadline is expected to be extended. If necessary, this must be proven by means of medical certificates and other attestations.
- The **first examiner must approve** this request.

IX. Final Thesis Abroad

In addition to studying and interning abroad, you also have the option of writing your thesis at a foreign university or at a foreign company. As a rule, the thesis must then be written in the language of the respective country or in English.

Exchange programs can be helpful in implementing your plans. Therefore, be sure to contact the **international representative of the Faculty of Computer Science** at an early stage.

X. Special features of the Systems Engineering (SE) degree program

Unlike the other degree programs, the **thesis must be completed** within **8 months** due to the part-time nature of the program.

The effective net time required for working exclusively on the thesis is 4 full months.

Examiners for the thesis can usually be professors from the Faculty of Computer Science at THA or professors from the participating universities in Kempten or Neu-Ulm.

Students in the SE program should also note the following points:

- Starting with SPO 2022: Enrollment in the bachelor's seminar (1st block before the start of the bachelor's thesis and 2nd block for the presentation)
- Before SPO 2022: Completion of the student research project for the bachelor's project. The project is specified by the examiner of the bachelor's thesis. Please discuss the topic and scope with them.
- Registration for the bachelor's seminar and submission of the bachelor's thesis take place in the corresponding Moodle course "[Bachelor's thesis and seminar \(from registration to submission\)](#)".

Company declaration

First and last name student _____

Degree program, semester _____

Examiner _____

Suggested topic _____

Cooperation with company _____

Address _____

Company advisor _____

Function/Department _____

Contact (phone/mail) _____

I have read and understood the guidelines for final theses (in particular points V and VI) and agree to them.

.....
Place, date

.....
Signature company advisor