

Master's Thesis Checklist – Chair of Innovation and Creativity

1. Application Phase

- Complete the official thesis application form available on the chair's website (<https://www.ku.de/wfi/business-administration-innovation-and-creativity/bachelor-und-masterarbeiten/bewerbung>)
- Send the application form along with your CV (in English) and transcript of records to thesis.matta@ku.de
- Wait for the chair's decision on acceptance (applications can be submitted at any time during the semester)

If accepted:

- Receive an invitation to the **Pre-Thesis Meeting** from your assigned supervisor

2. Pre-Thesis Meeting & Official Registration

- Attend the Pre-Thesis Meeting for topic refinement
- Complete the official thesis registration form from the Examination Office
- Send the completed registration form to the chair's secretary
- Receive the official submission deadline from the Examination Office

3. Thesis Supervision & Milestone Meetings

Schedule and attend regular thesis meetings with your supervisor in line with the milestones available on the chair's website (<https://www.ku.de/en/wfi/business-administration-innovation-and-creativity/thesis-bachelor-master>):

- Request each meeting with your supervisor **at least 1 week in advance**
- Send the **calendar invitation and Zoom link** for each meeting
- Prepare the relevant materials and progress updates for each milestone meeting

4. Final Presentation

- Contact your supervisor to request a presentation date at least 4 weeks before the presentation date (Note: The presentation takes place at least 4 weeks before your submission deadline)
- Receive the official meeting invitation and Zoom link from your supervisor
- Prepare and deliver your presentation (35-minute presentation with focus on hypotheses, study design, data analysis, discussion of results and implications; followed by 25 minutes of feedback from the chair)
- Incorporate the feedback received during the presentation into your final thesis

5. Thesis Submission

- In addition to the official submission to the Examination Office, send the final thesis (Word and PDF) by email to your supervisor and Prof. Matta.