

Application for allocation of a Master's thesis topic in the degree program:

## Tourism and Regional Planning

[in accordance with the applicable version of the examination regulations (PO) for the above-named degree program at the KU]

### I. Student's details

.....  
Last name and, if applicable, birth name; first name(s)

.....  
Date of birth

.....  
Student registration no.

.....  
Semester of program

.....  
Correspondence address: street, postal code, town/city / e-mail

.....  
Tel.

I hereby apply for a topic to be allocated for my Master's thesis. I have fulfilled all the applicable conditions in the examination regulations (PO) that must be fulfilled in order for a topic to be allocated (in particular the condition that the topic can be issued after the second semester of the program at the earliest). Furthermore, I confirm that I have not failed the Master's examination in the above-named degree program at the final attempt (i.e. failed the program), and that I will be enrolled in the above-named degree program and not on leave during the whole period allocated for working on the thesis. I am aware that after the topic has been allocated it can no longer be changed and that the Bachelor's thesis shall simultaneously be submitted to the Examinations Office as print version (two copies) and digital version (one copy), preferably as PDF attachment to an e-mail or, if this is not possible, on a CD or a USB flash drive.

Eichstätt, .....

.....  
Student's signature

### II. Supervisor:

.....  
Please write in clear unjoined letters

I allocated Mr./Ms. .... the following topic for the Master's thesis on :

(Please write in clear unjoined letters/max. 250 characters)

German: .....

.....

.....

English: .....

.....

.....

The period allocated for working on the thesis is 6 months.

Eichstätt, .....

.....  
\*Stamp / supervisor's signature

After signing this form, please send it to the Examinations Office immediately.

\*I confirm with my signature that I have been appointed as examiner of this final thesis.

### III. Submission deadline determined by the Examinations Office

Two printed copies and one digital copy of the Master's thesis must be submitted to the Examinations Office by \*.

\* The Master's thesis must be submitted before the end of the MAXIMUM LENGTH OF THE PROGRAM specified in the examination regulations.

Eichstätt, .....

.....  
Signature of the administrator at the Examinations Office

### IV. Original version to be kept for the examination files

A copy must be sent to the student/supervisor/board of examiners by e-mail



## Information on the FINAL THESIS

As soon as the requirements defined in the relevant examination regulations have been met, students may register for their final thesis at the Examinations Office. The relevant application forms (Application for allocation of a Bachelor's thesis topic/Application for allocation of a Master's thesis topic) are available on the Examinations Office's website. The student must fill out the form and pass it on to the Examinations Office after he or she has been allocated a topic by the supervisor. The Examinations Office determines the submission deadline and returns one copy of the application form to the student and one to the supervisor.

Please be aware that you must submit the application in time to ensure that you will be able to make use of the full period for working on the thesis without exceeding the **maximum length of the degree program** (specified in the examination regulations; usually between 6 and 8 semesters for Bachelor's degree programs and 4 semesters for Master's degree programs). Example: A Bachelor's student must complete his or her degree program by the end of the 8<sup>th</sup> semester. If the 8<sup>th</sup> semester ends on September 30 but the period for working on the Bachelor's thesis ends on a later date, he or she must still submit the thesis on September 30 in order to complete the degree program without exceeding the maximum permissible length of the program. Otherwise the student will receive a letter with the notification that he or she has failed the degree program at the first attempt.

The number of semesters actually required to complete the program will be printed on the final academic record.

The final thesis must be submitted to the Examinations Office in bound form. The number of copies required (usually two) is specified in the examination regulations for each degree program. All examination regulations require a plagiarism declaration to be included, which may take the following form:

*'Hiermit erkläre ich, dass ich die vorliegende Bachelor-/Masterarbeit selbstständig und ohne Hilfe Dritter verfasst habe. Bei der Bachelor-/Masterarbeit wurden keine anderen als die angegebenen Quellen und Hilfsmittel benutzt. Alle den angegebenen Quellen entnommenen wörtlichen oder sinngemäßen Inhalte wurden von mir entsprechend kenntlich gemacht.'*

(I hereby declare that I completed this Bachelor's/Master's thesis without the help of any third parties. I did not use any sources or aids other than those listed. I have marked all content taken from other sources, whether quoted word-for-word or paraphrased, as such.)

Please use the exact wording specified in the examination regulations for your degree program in your plagiarism declaration. A copy of this declaration must be included in each copy of the thesis and must be signed (original signature, not digital or scanned).

You may either submit your thesis to the Examinations Office in person (please check the opening hours), put it in the Examinations Office's mail box (please write the name of the administrator responsible for your degree program on the envelope), or send it by mail (in which case the date on the postmark will be considered the date of submission) to: Prüfungsamt der Katholischen Universität Eichstätt-Ingolstadt, Kapuzinergasse 2, 85072 Eichstätt. If the submission deadline for the final thesis falls on a Saturday, Sunday, or public holiday, the thesis must be submitted in person on the next possible working day. If the thesis is submitted by mail, the date on the postmark is considered the date of submission. The thesis may be submitted earlier. Students are responsible for ensuring that they have proof of submission of their thesis.

If the length of the final thesis is not specified in the relevant examination regulations, this may be determined in consultation with the thesis supervisor. The number of ECTS credits that are to be awarded for the thesis should be used as a guideline when determining the length.

The cover page of the final thesis should contain the following information in German:

- Katholische Universität Eichstätt-Ingolstadt
- Faculty
- Bachelor's/Master's thesis
- TOPIC (max. 250 characters; in German and in English)
- First and last name
- Student registration number
- Degree program
- Date of submission
- Reviewer (name and, if applicable, chair); the name of a second reviewer is only required if the examination regulations specify that a second reviewer is to be appointed