



Deadline extension for submission
of the Bachelor's/Master's thesis for important reasons
within the meaning of Section 12 para. 5 General Examination
Regulations (APO)*

According to Section 12 para. 5 of the General Examination Regulations (APO)*, the time for working on the Bachelor's/Master's thesis can be extended by a maximum of four weeks (28 days) if there are important reasons. The application for extension must be submitted before expiry of the deadline for working on the thesis. The extension shall only be made for the time that was actually lost due to the existence of important reasons.

Important reasons exist in particular if valid circumstances can be substantiated for which the students themselves are (partly) responsible, but which, taking into account the overall circumstances, justify an extension of the time for working on the thesis by up to four weeks (for example: Problems with obtaining relevant materials or data collection, cancellation of an interview partner at short notice).

An important reason within the meaning of Section 12 para. 5 APO* is in particular not given if the Bachelor's/Master's thesis cannot be handed in on time due to faulty scheduling.

Degree program:

Last name, first name:

Student registration number:

I hereby apply for an extension of the time for working on my Bachelor's/Master's thesis due to the existence of important reasons

by days.

Justification:

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Supervisor:

Current submission deadline:

With my signature, I certify that I have provided all information truthfully and that I have attached supporting documents.

Place, date

Student's signature

A. Decision of the board of examiners:

- ☐ The application is approved as submitted.
- ☐ The application is partially approved; an extension of the time for working on the thesis by days is granted.
- ☐ The application is rejected.

B. Order

1. Forwarding of this application, including attachments and the decision taken by the board of examiners, to the Examinations Office for archiving and for calculation, registration and monitoring of the new deadline.
2. Examinations Office to inform the student about the decision taken by the board of examiners and the new deadline for the time for working on the thesis.

Place, date

Signature chairperson of board of examiners