



LEUPHANA

UNIVERSITÄT LÜNEBURG

FAQ

on the Application Process for Thesis Supervision Management & Business Administration Programs

This FAQ is intended for **Leuphana College students** of the Major in Business Administration, Major in International Business Administration and Entrepreneurship, Bachelor in Business Education as well as **students of the Leuphana Graduate School** of the Master Programs LBS Wiwi and Management & Entrepreneurship, Management & Sustainable Accounting and Finance.

1. WHAT IS THE APPLICATION PROCESS FOR THESIS SUPERVISION AND WHAT IS INTENDED BY THIS PROCESS?

The Application Process for Thesis Supervision Management & Business Administration Programs is a structured and digitized application process for students and faculty. Taking into account available and for students ex ante not knowable supervision capacities, the application process supports students in finding a relevant first examiner for theses.

The professorships that supervise theses in management and business administration participate in the application process. Courses are set up in myStudy for each participating first supervisors. To apply for a supervision commitment in the next semester, simply apply in the current semester via the course of your preferred first supervisor.

2. I WOULD LIKE TO WRITE MY FINAL EXAM IN THE COMING SEMESTER. DO I HAVE TO PARTICIPATE IN THE APPLICATION PROCESS?

All students in the above-mentioned study programs participate in the application process. Participation in the application process is the only way to receive assistance in finding a preferred supervisor.

3. ARE THERE DEADLINES FOR PARTICIPATION IN THE APPLICATION PROCESS?

The application process provides a fixed application phase for registration.

For the thesis preparation period in the winter semester, the registration period is from April 28 to May 27.

For the thesis preparation period in the summer semester, the registration period is from October 28 to November 27.

The registration for the application process and the associated deadlines are independent of the registration for admission to the thesis at the Examinations Office (see also question 16).

4. I HAVE MISSED THE REGISTRATION DEADLINE FOR THE APPLICATION PROCESS. AM I STILL ENTITLED TO SUPPORT IN THE PROCESS OF FINDING A SUITABLE SUPERVISOR?

No. The number of applicants for supervision commitments is very high each semester, so for reasons of equal treatment, no subsequent requests can be considered. However, students are of course free to look for a supervision commitment on their own.

5. HOW DO I APPLY FOR A SUPERVISION COMMITMENT AND DO I HAVE TO SUBMIT ANYTHING FOR MY PREFERRED SUPERVISION COMMITMENT?

The myStudy guide on the homepage will clearly guide you to the courses and give you all the important information about the application process. Within the individual courses you will find, among other things, specifications for the documents to be submitted.

6. I APPLIED FOR A SUPERVISION COMMITMENT WITHIN THE DEADLINE. DO I HAVE TO DO ANYTHING AFTER THE DEADLINE?

After the application deadline closes, the first supervisor will decide. Once the decision to supervise your thesis has been made, you will be moved from the waiting list to the registration list for the course of the first supervisor and informed accordingly via myStudy message. This corresponds to a confirmation of supervision.

7. AFTER THE FIRST APPLICATION PHASE, I AM STILL ON THE WAITING LIST. WHAT DOES THIS MEAN FOR ME AND WHAT DO I HAVE TO DO NOW?

If you are still on the waiting list after the first round, you have unfortunately not received a supervision commitment of your preferred first supervisor. You now have the opportunity to apply in a second application round to professorships that still have free capacities. Please refrain from making enquiries.

You will be informed on time by e-mail and invited to reapply.

8. ARE THERE DEADLINES TO BE OBSERVED FOR PARTICIPATION IN THE SECOND APPLICATION ROUND OF THE APPLICATION PROCESS?

The application process also provides a fixed application phase for the second application round.

For the thesis preparation period in the winter semester, the application deadline is June 20-30.

For the thesis preparation period in the summer semester, the registration deadline is December 20 to January 10.

Participation in the second round of applications is a prerequisite for further assistance in the application process until a suitable thesis supervisor has been found. Subsequent requests cannot be considered for reasons of equal treatment.

9. AFTER THE SECOND ROUND OF APPLICATIONS, I STILL HAVEN'T RECEIVED A SUPERVISION COMMITMENT. WHAT DOES THIS MEAN FOR ME AND WHAT DO I HAVE TO DO NOW?

If you still have not received a supervision commitment after the second application round, you will automatically participate in the 3rd round, the preference-oriented query.

You will receive an email with all important information. Among other things, you will be asked to fill out the form for the preference-oriented query and upload it in the corresponding event in myStudy.

You will be supported until a suitable first supervisor has been found for you.

10. I HAVE A CONFIRMATION OF SUPERVISION FROM A FIRST SUPERVISOR WHO IS NOT PARTICIPATING IN THE APPLICATION PROCESS. DO I STILL HAVE TO PARTICIPATE IN THE APPLICATION PROCESS?

If you are a student of the above-mentioned study programs, you also have to participate in the application process. To do so, register within the deadline in the course "Supervision by other first examiners" on myStudy and load the corresponding form in the material folder of the course.

You will not receive any further communication from the application process.

Please discuss everything else with your chosen first supervisor.

11. CAN THE FIRST SUPERVISOR ALSO COME FROM ANOTHER UNIVERSITY OR CAN I ALSO HAVE AN EXTERNAL FIRST SUPERVISOR?

Yes, external supervisors are possible. However, the following requirements must be observed:

- At least one of the supervisors must actively teach at Leuphana University of Lüneburg or have a teaching position.

- One of the two supervisors must belong to the status group of professors (this also includes junior and deputy professors). The multiple expert opinion principle stipulated by the RPO ensures that the triangulation of several expert assessments - and this decision by at least 1 professor - results in an objective and legally sound examination result.

Note: The Examination Board for the Master's programme in Management has decided that the first supervisor of Master's theses must be (at least) a full-time lecturer of the consecutive Master's degree programmes at the University who holds a doctorate and is clearly qualified in the subject of the Master's thesis. Lecturers with the same qualifications may also supervise a thesis, provided they continue to work at the university for the desired supervision period. The same quality standards apply to second supervisors. Internal and external second supervisors must enclose written proof of academic qualification if they do not hold a doctorate (when applying to the Examination Board).

You can also enquire at the Examinations Office whether and under what conditions external supervisors can take over the initial supervision.

12. HOW DO I FIND A SECOND SUPERVISOR?

Basically, it is recommended to ask the first supervisor for a suitable second supervisor. Often there are cooperations between the supervisors.

Note: The Examination Board for the Master's degree programme in Management has decided that the second supervisor must have (at least) a doctorate and be authorised to examine. If no doctorate is available, written proof of academic qualification must be enclosed (when submitting the application to the Examination Board).

13. AM I FREE TO CHOOSE THE LANGUAGE IN WHICH THE BACHELOR OR MASTER THESIS IS WRITTEN?

According to the FSA, IBAE students and master's students of the "Management &" programs must write their thesis and, if applicable, a presentation in English.

14. HOW BINDING IS THE SPECIFIED TOPIC ON THE FORMS "SUPERVISION BY OTHER FIRST SUPERVISORS" AND "PREFERENCE-ORIENTED QUERY"?

The indication of the topic on the corresponding forms serves as a first orientation or the assignment of the students to the supervisors. This information is not binding and can be supplemented or changed by you in consultation with the first supervisor.

15. CAN I WRITE MY BACHELOR OR MASTER THESIS EVEN IF I STILL HAVE OPEN MODULES?

Yes, according to the RPO this is possible. However, participation is recommended from the 5th semester for Bachelor's students and from the 3rd semester for Master's students.

16. DOES THE APPLICATION PROCESS ALSO PROVIDE FOR A SPECIFIC PERIOD OF TIME FOR THE WORK OR CAN THIS BE CHOSEN FLEXIBLY IN AGREEMENT WITH THE FIRST SUPERVISOR?

With the application process you apply for a supervision commitment within a

certain semester. Your thesis should therefore also be completed in the respective semester. However, the processing time only starts after registration at the examination office and is 9 weeks for Bachelor's theses and 16 weeks for Master's theses.

17. MAY ADMISSION AND SUBMISSION OF THE THESIS TAKE PLACE DURING A STAY ABROAD?

No, admission and submission of the thesis may not take place during a stay abroad. Only the application process for the supervision of the thesis may take place during a stay abroad.