



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 examiner. To apply for a supervision commitment in the next semester, simply apply in the current semester via the course of your preferred first examiner.

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 June 15 to August 15.

For the thesis preparation period in the summer semester, the registration period is from December 15 to February 15.

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.

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 examiners 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 examiner 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 examiner. You now have the opportunity to apply in a second application round to professorships that still have free capacities.

You will be informed 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 September 15-20.

For the thesis preparation period in the summer semester, the registration deadline is March 15-20.

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 examiner has been found for you.

10. I HAVE A CONFIRMATION OF SUPERVISION FROM A FIRST EXAMINER 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 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 examiner.

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

External examiners can only be first examiners if they have a teaching assignment at Leuphana for the entire period of supervision.

In addition, you can inquire at the examination office whether and under which conditions external examiners can be the first supervisor.

Note: The examination board for the Master's program in Management has decided that the first examiner must be a professor. This also includes junior and assistant professors.

12. HOW DO I FIND A SECOND EXAMINER?

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

Note: The examination board for the Master's program in Management has decided that the second examiner must have at least a doctorate and be authorized to examine. Postdoctoral researchers are allowed to supervise a Master's thesis together with the assigned professor of a research area or institute, provided that they are active in Master's teaching.

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 EXAMINERS" 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 examiners. This information is not binding and can be supplemented or changed by you in consultation with the first examiner.

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, it is recommended that Bachelor's students participate from the 5th semester onwards.

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 EXAMINER?

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.