

Repetition of Failed Master's Thesis

To be completed by the student

1. General information

Last name	First name	Middle name

Matriculation number	Year when you started program	Current semester of immatriculation

Home (permanent) address	Local (during studies) address

Telephone number	E-mail

2. Student declaration

I have read and understood the program and examination regulations (*Prüfungs- und Studienordnung*). I confirm that I have not yet taken an examination of this kind in the same field of study at another university at which I have failed all permissible attempts ("*endgültig nicht bestanden*"). I also confirm that I have not lost the right to sit examinations at the Ludwig-Maximilian University Munich, nor have I been de-registered from another university.

<input type="checkbox"/> I will resubmit a revised version of my previously failed Master's thesis. Field, topic, and first examiner will remain the same as in the previously submitted <i>Master's Thesis Assignment Form</i> .

or

<input type="checkbox"/> I ask to change topic. A new <i>Master's Thesis Assignment Form</i> is attached ^(a) .

Date (DD.MM.YYYY), *signature of student*

To be completed by the first examiner (thesis advisor), only when the student plans to resubmit a revised version of the failed thesis

I confirm that the student is allowed to resubmit a revised version of the failed thesis, and I agree to continue advising the student.

Name of first examiner: _____

Date (DD.MM.YYYY), *signature of first examiner*

Once completed, this form is to be passed on to the Chair of the Examinations Board through official channels

To be completed by the Chair of the Examinations Board (Prüfungsausschuss)

The request for repetition of the Master's thesis is approved. The revised thesis must be submitted to the *Prüfungsamt* by the "end date" below. The maximum time allowed to resubmit a failed Master thesis is 24 consecutive weeks ^(b).

Start date: _____

End date: _____

or:

The request for repetition of the Master's thesis is denied on the grounds that the student has already irrevocably failed the Master thesis.

Date (DD.MM.YYYY), *signature of Chair of the Examinations Board*

Once completed, this form is to be passed on to the Examinations Office through official channels.

One copy of this form should be given to the student, and one to the thesis advisor.



To be completed by the Examinations Office (Prüfungsamt)

Master thesis received on:

Date (DD.MM.YYYY), *signature of the Examinations Office*

Important information

(a) If you choose this option, do not turn in pages 2 – 4 of this form.

(b) Thesis defense exams are held twice a year in designated "graduation sessions", in January/February (winter session) and July (summer session). In order to defend in the winter session, the thesis must be submitted no later than December 15th. To defend in the summer session, the thesis must be submitted no later than July 1st.

Students who repeat a failed master thesis, and who have not yet defended, should plan to turn in their thesis before the "end date" specified on page 2 above, if the "end date" is after the deadline for the desired round of defenses. Theses that are submitted after these dates will have the defense scheduled for the next available session. For example, if a thesis is submitted on Dec. 20th, the defense will be scheduled for the July graduation session of the following year. **Ad-hoc defense dates will not be granted simply on the basis that the submission was late because the thesis was not finished, the printer broke down, etc.** Cases of significant hardship that would be caused by having to wait until the next available session (e.g. visa expiration date, significant risk of losing your job or a scholarship that you have won, etc.) must be properly documented and a request submitted in writing to the Examination Board at least 6 weeks before the desired defense date. Even in documented hardship cases, no defenses may be held during the semester breaks.