

**Examining boards of all study programs of the Saarland Business School as a department of Saarland University of Applied Sciences**

## **Guidelines for Submission of a thesis**

**Precedence of the ASPO:** For final theses, the current version of the provisions of the "General Study and Examination Regulations (ASPO)" of the relevant degree program applies. Please read through those provisions exactly! Stipulations of the applicable ASPO take precedence over the requirements set out in the present guidelines. For questions, please contact the examination board.

- 1** Guidelines for writing academic papers: the current guidelines can be found online under: <http://www.htwsaar.de/wiwi/studium/service/Formulardownload/formulardownload>

Important notice: please be sure to refer to Section 1 of the guidelines dated October 1, 2015!

- 2 Submission:** three bound copies of your thesis should be personally delivered to the Office of the Secretary to the Dean of Business School, on or before the last possible submission date. For submission by post (must be sent by **registered mail**), **the postmarked date will be taken as the submission date. Submission by internal university mail** does not guarantee delivery by the deadline date. For mail submissions, please use the following address:

Saarland University of Applied Sciences  
Rotenbühl Campus  
**Office of the Secretary to the Dean, Business School**  
Waldhausweg 14  
66123 Saarbrücken

An electronic copy of the complete thesis (the data format must be agreed upon beforehand with the supervising professor - see the guidelines) must also be submitted.

- 3 Confidentiality (non-disclosure notice):** the use of confidential company information that cannot be published requires a **letter from the company's concerned business unit**, in an appropriate form, which requests the non-publication of the information. This request must be written **on company letterhead** and **be accompanied by an authorized signature**. The request must be received **before the thesis deadline** and must be delivered, **at the latest, along with the thesis**, to the Office of the Secretary to the Dean, Business School. In this case, only two copies of the thesis are required, since the third is not required for publication by the library. The **non-disclosure notice** must be **bound into the thesis**. Please indicate your name on the non-disclosure notice.

- 4 Deadline extensions:** to extend submission deadlines, **apply well ahead of the deadline** to the supervising professor (or, in the case of supervision by another lecturer, to that lecturer, with a copy to the supervising professor). **The Audit Committee shall decide** on the application to extend a deadline, **before the expiration of the deadline, considering the opinion of the supervisor/tutor of the work.** Consider possible absences, especially in the periods between terms, such as holidays, conferences, etc. **An extension is possible, for a maximum of two months.** The corresponding form is handed out during registration. An adjustment of the submission deadline must be made immediately (by telephone) with the Office of the Secretary to the Dean.
- 5 Illness or the like:** in case of **illness** or similar situations, a doctor's certificate must be presented **without delay.** The **doctor's certificate** must indicate your inability to work and must list the expected length of your incapacity. If the anticipated duration of your illness is surpassed, another doctor's certificate must be submitted as soon as possible. The submission deadline of your thesis will be prolonged accordingly. In this case, an adjustment of the submission deadline must be made immediately (by telephone) with the Office of the Secretary to the Dean.
- 6 Affidavit:** the relevant **form** will be issued to you at registration. The unchanged, original wording of the **declaration must be signed by you before submission of your thesis.** The **signed original** of the declaration must be included as **the last page of your thesis.**
- 7 Further inquiries:** if you have any questions, please contact the Office of the Secretary to the Dean at +49 (0) 681 5867 558 or +49 (0) 681 5867 636.

Saarbrücken, February 01, 2019

The chairpeople of the examining boards:

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