



Individual Agreement on a Master's Thesis

According to [§ 39 RVO RWF](#), the Master's thesis may only be started in the Master's program. It should be noted that a Master's thesis brought forward in the Bachelor's program cannot be credited.

The legal bases for the Master's thesis are the Framework Ordinances ([RVO RWF](#)), the Study Regulations and the Fact Sheet on Assessments.

Steps for completing an individual Master's thesis agreement:

1. **Finding a supervisor:** Students independently find a faculty member, professor emerita, adjunct professor, or private lecturer in order to make [an individual Master's thesis agreement](#) ([§ 41 Program Regulation RWF](#), [§ 21 Program Regulation DD RWF](#)).
2. **Definition of the framework conditions:** The framework conditions, including the submission deadline, are defined in the individual agreement between the student and the supervisor.
3. **An individual Master's thesis does not require a seminar booking:** Students writing an individual Master's thesis should not book a seminar or should cancel an existing seminar booking.
4. **Review of the Master's thesis agreement:** The supervisor submits the signed agreement to the Examinations Office for review.
5. **Verification of eligibility and module registration:** The Examinations team verifies whether the student is eligible to write the Master's thesis. If eligibility is confirmed, the module "Master's Thesis" is booked for the student.
6. **Grade submission:** After submission of the Master's thesis, the supervisor communicates the grade to the Examinations team so that it can be entered in the system.
→ The deadlines are indicated on the [Master's Thesis Agreement form](#).
7. **Transcript of records:** Once the grade has been entered in the system, it is visible to the student in the student portal. Once each semester, students receive a transcript of records with the ECTS credits they have earned to date, the grades they have received and instructions on the right to appeal. New academic achievement is subject to appeal to the Faculty Council pursuant [to § 58 para. 1 RVO RWF](#).