

Request for extension of the processing time for the final thesis

In the case of illness, the corresponding proof (medical certificate) must be sent to the chair of the examination committee **immediately** after it is determined that the student is ill.

Notes

- (1) Please fill in all the fields under 1. Applicant's details on the computer.
- (2) max. total extension: 3 weeks (Bachelor), 2 months (Master MMU, WING, IM)
- (3) Print out the form, sign it, get the opinion of your HTW supervisor and then send it to the chair of the Audit Committee.
- (4) The application should be submitted no later than two weeks before the previous deadline for Bachelor's theses and no later than three weeks for Master's theses.
- (5) You will then receive the form with the decision and, if necessary, the new date, back by mail/email.

1. Angaben des Antragstellers

Name:

First Name:

Matr. No.:

Address:

Supervisor HTW:

Previous deadline:

requested new deadline:

Reason for extension (attach supporting documents if necessary):

Date:

Applicant

2. Statement of the HTW supervisor: Application is supported / is not supported
(if not in favor, please state the reasons by e-mail to the Chair of the Audit Committee)

Date:

HTW- supervisor

3. Decision by the chair of the audit committee:

Application is approved / not approved

New deadline:

Date:

Chair of the Audit Committee

4. Return to applicant + copy to reviewer