



Layout and appearance of the written thesis:

Requirements:

- ! using brand marks / logos or corporate signatures is prohibited
- ! adhere to the layout of the included cover sheet sample etc.
- ! the affirmation in lieu of an oath included in this document is mandatory
- ! the thesis needs to be bound in a flexible cardboard cover (no spiral binding, hard cover etc.)
- ! state the topic/title of the thesis on the cover sheet exactly as approved! No alterations allowed!
- ! print single-paged only

For all courses of study except Physical Education/Teachers Education courses:

- ✓ **Master: one abstract each in English and German must be enclosed**
- ✓ **Bachelor:** one abstract in English (for theses in German) or abstract in German (for theses in English).

Recommendations:

- ✓ font size 10-12 pt
- ✓ 1½ line spacing, depending on font type
- ✓ leave 4-5 cm room on the left

Blocking notice:

After a positive review, your thesis will be sent to the library of the German Sport University and can be displayed, borrowed and viewed there.

If you do not want your thesis to be made available to the library, please mark your thesis with a blocking notice.

Please insert the completed blocking notice in your thesis before the cover page!

Further information can be found here:

<https://www.dshs-koeln.de/studium/studienorganisation/formulare/abschlussarbeit/>

Submission of the thesis

Final papers can still be submitted, as described below, via postal mail **or** in digital form via [Sciebo](#).

Please note that after digital submission via Sciebo, **no additional submission** in printed form is required.

The following applies to all degree programmes:

Submission in digital form:

Sciebo is a university-owned cloud storage service with the German Sport University Cologne as a participating member, which can be used free of charge by all members of the German Sport University Cologne (students and lecturers).

Please be sure to consider the following points when sending your work digitally:

- Use either Mozilla Firefox or Google Chrome as your browser (other browsers may cause problems from time to time).
- Create a Sciebo account before uploading; instructions can be found [here](#).
- Upload your work in PDF format only.

Instructions for sending digitally with Sciebo are provided [here](#).

Do not forget the electronic signature on the affirmation in lieu of an oath!**Submit a printed copy by post:**

The thesis must be submitted to the Examinations Office by the deadline.

- ✓ submit 3 copies in bound form (flexible cardboard cover)
- ✓ enclose a CD with the digital version of the thesis without personal data and without password protection in a flexible cover.

In order to meet the deadline, please submit your thesis to the post office no later than the date listed in your registration confirmation as the latest possible submission date! Please be sure to use the tracking and tracing functions. Please note that the evaluation of your thesis will probably not take place within the usual processing time!

Cover page

Title of the thesis

(exactly the topic given, no changes allowed!)

Bachelor thesis

Master thesis

Bachelor thesis in physical education

Master thesis in physical education

Bachelor thesis in educational science

Master thesis in educational science

From

“name of student”

German Sport University Cologne

Cologne 20__

(Year of submission)

Page 1: Like cover page

Title of the paper
(exactly the topic given, no changes allowed!)

Bachelor thesis
Master thesis
Bachelor thesis in physical education
Master thesis in physical education
Bachelor thesis in educational science
Master thesis in educational science

From
"name of student"

German Sport University Cologne
Cologne 20__
(Year of submission)

Page 1: Back

Supervisor: Title, name and institute

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Page 2: Affirmation in lieu of an oath

a) for theses in German

Eidesstattliche Versicherung

Hiermit versichere ich an Eides statt, dass ich diese Arbeit selbstständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt habe. Die Stellen meiner Arbeit, die dem Wortlaut oder dem Sinn nach anderen Werken und Quellen entnommen sind, habe ich unter Angabe der Quelle kenntlich gemacht. Dasselbe gilt sinngemäß für Tabellen, Karten und Abbildungen. Diese Arbeit habe ich in gleicher oder ähnlicher Form oder auszugsweise nicht im Rahmen einer anderen Prüfung eingereicht.

Eigenhändige Unterschrift

b) for theses in English

The candidate is obliged to integrate the following written affirmation in lieu of an oath on a separate sheet of paper at the end of the Master thesis, which has to be signed personally by the respective student.

Affirmation in lieu of an oath

Herewith I affirm in lieu of an oath that I have authored this Master thesis independently and did not use any other sources and tools than indicated. All citations, either direct quotations or passages which were reproduced verbatim or nearby-verbatim from publications, are indicated and the respective references are named. The same is true for tables and figures. I did not submit this piece of work in the same or similar way or in extracts in another assignment.

Personally signed

Page 3: Abstract

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Page after the table of contents: Beginning of the written work

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Subsequently: Bibliography/ Appendices

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