

Current procedure for the registration of theses due to the Corona pandemic!

Until further notice, applications for the registration of theses can be submitted electronically.

Please use the application form as before and obtain the signature of the supervising person first. Please agree with the supervisor on a proposal for the second supervisor position.

Afterwards, please contact the Programme leader/degree head of the study programme with the completed and signed application form, a complete exposé and, if applicable, a proposal for a second supervisor. It is imperative that they approve your application before it can be forwarded to the Examinations Office!

Finally, please send us the completed application form with electronic versions of your First Aid and DLRG certificates and your exposé by e-mail.

Please enter your matriculation number and your course of study in the subject line.

Please use the following e-mail address of your respective contact person at the Examinations Office!

www.dshs-koeln.de/pruefungsamt

Many thanks

Your team at the Examinations Office

14.05.2020


Application for admission to the final thesis

 Bachelor's thesis ☐ SUL ☐ SGP ☐ SEB ☐ SMK ☐ SPJ

 Master's thesis ☐ SBG ☐ MKF ☐ SMA ☐ RGM ☐ DEV ☐ PSE ☐ TSM/TEC ☐ ESC/LTC ☐ TEM/TDM

To be filled in by applicant:

Matriculation number: _____ E-Mail: _____

Last name: _____ First name: _____

Address _____

I hereby apply for admission to the final thesis for the Bachelor's/Master's degree programmes in sports science in accordance with the examination regulations.

This is the first topic of my thesis

☐ please tick box

This is the second topic of my thesis (repetition)

☐ please tick box

Title of the topic (please fill in carefully):

I agree that the German Sport University Cologne may make the thesis available to third parties by displaying a copy in its library and may report on the results of the Master's thesis in the press, naming the author. If such publication and utilisation of the work is not desired or if parts of the work are to be made unrecognizable, a note to this effect must be made when the work is handed in at the examinations office. Changes to the subject matter for reasons of content are to be applied for exclusively with the Head of the Examinations Office.

 Date, signature applicant

To be filled in by the supervisor:

Supervisor: _____

Institute: _____

The above-mentioned proposed topic is approved. The proposed topic can be completed even under the difficult working conditions in connection with the COVID-19 pandemic in the given time period provided for in the examination regulations.

 Signature supervisor

To be filled in by the Programme leader/ Degree head:

Proposed as second supervisor: _____

The above-mentioned proposed topic is approved _____

 Signature programme leader/Degree head

Please submit the application with the necessary documents to the Examinations Office for further processing.

To be filled out by the Head of the Examinations Committee:

 Proposed as second supervisor: ☐ approved ☐ not approved,

appointed as second supervisor: _____

Admission and approval of the topic: _____

 Signature Head of the Examinations Committee



Clarification of the procedure, setting of deadlines and dates pursuant §15 of the examination regulations for the sports scientific Bachelor's and Master's degree courses

(1) OBJECTIVE

The final thesis should show that the candidate is able to process and independently present a defined sports scientific problem applying scientific methods respective to a Bachelor's / Master's degree level within a given time period.

(2) ADMISSION REQUIREMENTS

Admission requirements are the matriculation of the student at the German Sport University Cologne. The application for admission to the final thesis should be submitted in the last year of study in written form to the Examination Office. A short disposition (1 – 2 pages) about the planned course of the work naming the important research literature should be enclosed with this application. Before the approval of the title, the following proofs in their original form must be additionally submitted to the Examination Office in the Bachelor's degree course: First aid training (not older than 2 years) and German Lifeguard Badge (Silver).

(3) SUPERVISION OF THE FINAL THESIS

In the five Bachelor's degree programmes in sports science and the nine Master's degree programmes, all lecturers at the German Sport University can act as supervisors, (i.e. prepare an expert report) as long as they teach in the subject area to which the thesis relates. This also applies explicitly to lecturers who are teaching at the German Sport University during the period of supervision. External individuals cannot be appointed as supervisors (i.e. reviewers) for final theses.

Expert reports for final theses may only be compiled by persons who themselves possess at least the qualification to be determined by the examination or an equivalent qualification. Diploma graduates are considered as equal and treated as Master graduates with regard to their examination activities.

As a rule, at least one of the supervisors of a Master's thesis has to hold a doctor's degree or have qualified with a habilitation.

(4) TITLE AND OBJECTIVE OF THE FINAL THESIS

The proposed title is agreed upon by the candidate and the supervisor as well as the program leader. The Title is approved by the Examination Committee. **The application must be submitted before the intended start date.** The approval of the supervisor must be provided with the application. The candidate will receive notice regarding the approval by post wherein the last possible date of submission is stated. The final thesis will be evaluated by the supervisor and by a second person, who is appointed by the Examination Committee on the recommendation of the program leader. Application for title changes on the grounds of content must be submitted exclusively to the Chair of the Examination Committee.

(5) DURATION AND WORK REQUIREMENTS

The title and objective of the final thesis should be structured so that the deadline for submission can be maintained.

Bachelor thesis:

12 Weeks

Master thesis:

5 Months

(6) ASSESSMENT OF THE FINAL THESIS

The final thesis will be reviewed by two examiners. The grade will be calculated from an arithmetic mean of both reviews, provided they deviate by less than 2.0 from each other. If the evaluation assessment deviates by 2.0 or more from one another or one evaluation is worse than 4.0, a third person will be assigned to review by the Examination Committee. In this case, the grade is calculated in accordance with §15 of the examination regulations for the Bachelor's and Master's programmes.

(7) SCOPE OF THE FINAL THESIS

Bachelor thesis:

The Bachelor thesis should not exceed a scope of 30 to 50 text pages.

Master thesis:

The Master thesis should have a scope of 40 to 80 text pages.

In special cases of application, the Bachelor or Master thesis of a non-English speaking study degree can also be composed in English.

(8) PERIOD OF EXTENSION

In individual cases, the Examination Committee may extend the deadline following a substantiated request by the candidate in consultation with the supervisor.

Predictable malfunctions (e.g. PC crash) during the ongoing work process must be taken into consideration (e.g. by regular data backup). Late submission or bad time management will not lead to an extension of the submission deadline. **Basically, reasons that exist in the past are not recognized retrospectively.**

(9) RETURN OF THE TITLE

The title can be returned - without justification - only once and only within the first two weeks of the processing time. If the final thesis can not be submitted in time due to unforeseen prolonged prevention or other circumstances, the final thesis can be returned before the end of the processing time by submitting the corresponding evidence. If the grounds are recognized, the non-submission is deemed as excused. Once the grounds of prevention no longer exist, a new thesis may be requested or issued within two months. The new title of the final thesis may not contain content that overlaps with the old title matter.

(10) SUBMISSION OF THE FINAL THESIS

The final thesis must be submitted by the due date in triplicate in a bound version at the Examination Office. The copy for the supervisor must be in digital form without password protection and without any personal data (CD, DVD) in a flexible case. The signed test reports through PlagScan must be enclosed. Information can be found on our homepage <https://www.dshs-koeln.de/english/studying-structure/other-topics/plagiarism-detection-software/>. BACHELOR: The submitted thesis must contain an English abstract. If the thesis is written in English language a German abstract must be attached. MASTER: **The submitted thesis must contain an English and German abstract.** The final thesis should be submitted to the examination office during opening times. With submissions by post, the date of postmark is the valid date.

(11) DECLARATION

Passages of the thesis using quotations, citations or contents of other works must be indicated. This also applies to attached drawings, graphical representations, sketches etc. The corresponding literature must be listed in alphabetical order at the end of the work. On a separate sheet at the end of the Bachelor or Master thesis, the candidate has to insure in writing that they have authored their thesis independently and have used no other than the specified sources and aids.

(12) BARRING

The author agrees that the German Sport University Cologne can disclose the final thesis to third parties by keeping a copy in their library at DSHS. Furthermore, the author also allows the German Sport University Cologne to report on the results of the thesis in the trade press, making a reference note of the author. If such a publication and distribution of the work is not desired or parts of the work should be blacked-out, a note to that affect should also be submitted to the Examination Office.

(13) NO SUBMISSION BY THE DUE DATE

If the Bachelor thesis is not submitted at due date to the Examination Office, it is considered as "not sufficient" (5.0).

(14) LAYOUT AND FORMATTING

On our homepage

<https://www.dshs-koeln.de/home/studying-structure/full-time-studies/study-documents/forms/> you will find information on the format for BA/MA thesis.