

Guide to Setting Up Thesis Supervision

Neue Betreuung

Typ	Bachelorarbeit ▾	
Thema	<input type="text"/>	
Sprache	-- bitte auswählen -- ▾	
Einrichtung	-- bitte auswählen -- ▾	
Beurteiler/in ✕	<input type="text"/>	Beurteiler/in
Mitbetreuer/in ✕	<input type="text"/>	Mitbetreuer/in
Studierende/r ✕	<input type="text"/>	
Beginn der Betreuung	<input type="text"/>	(TT.MM.JJJJ)
Anmerkungen	<input type="text"/>	

Speichern Abbrechen

1. **Typ (type):** Here, you can choose between bachelor's or master's thesis.
2. **Thema (topic):** In this field, you can enter the topic of the thesis or its working title. The final title is determined when the student submits the thesis on [myWU](#).
3. **Sprache (language):** Please select the language in which the thesis will be written.
4. **Einrichtung (academic unit):** Please select the academic unit(s) where the examiner is employed.
5. **Beurteiler/in (examiner):** You can search for the examiner by name. The list includes only faculty members authorized to supervise bachelor's or master's theses – please note the specific requirements for supervising [bachelor's](#) and [master's theses](#).
If the examiner is not yet known when entering the data, please select "n.n.".
6. **Mitbetreuer/in (co-supervisor):** You can search for the co-supervisor by name. Please note the requirements for supervising [bachelor's](#) and [master's theses](#).
7. **Studierende/r (student):** You can search for the student either by name or student ID number. The tool will display all the degree programs in which the student is enrolled. **Please make sure to select the correct one.**
Once selected, the student's personal data (student ID no., name, degree program, email, photo) will be displayed.
8. **Beginn der Betreuung (start of supervision):** Please enter the date when the supervision agreement was concluded.
Once the supervision has been set up, the student will receive a confirmation email to their WUnet account.