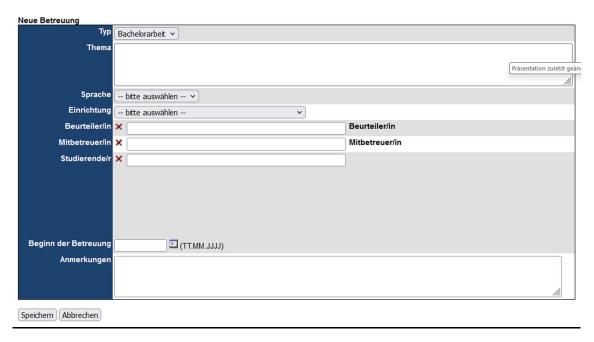


## Guide to Setting Up Thesis Supervision



- 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 <a href="may">myWU</a>.
- 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 <u>bachelor's</u> and <u>master's theses</u>.
  - If the examiner is not yet known when entering the data, please select "n.n.".
- 6. <u>Mitbetreuer/in (co-supervisor):</u> You can search for the co-supervisor by name. Please note the requirements for supervising <u>bachelor's</u> and <u>master's theses</u>.
- 7. <u>Studierende/r (student):</u> 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. <u>Beginn der Betreuung (start of supervision)</u>: 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.