**Request Form for Assignment of a Master-Thesis Topic by the Chairman of the Examination Commission INFOTECH**

This information is to be filled out by the student. Please fill out without brackets.

**Ref.: [Name], [ID], [TermCount], [Major]**

**Submission date: [Date]**

I hereby confirm that I have taken note of the fact that the assignment of a Master's thesis by the Chairman of the Examination Commission can only be completed if I have been able to furnish sufficient evidence by means of documents proving that I have searched for a Master's thesis on my own and have been rejected.

Basic structure

I have also attached the following necessary documents: (14 pages)

* A short explanation of my situation with my original signature (page 1)
* A current transcript that shows grades and credit points (page 2)
* The filled in table showing the previous contact with the institutes. (page 3)
* A copy of each topic (description as provided by the institute) for which I have applied. (page 4 - page 14)

I also accept that:

In this assignment process, no external master thesis topics are supported. Institutes that I have contacted regarding the supervision and grading of an external topic will not be considered and will be marked or removed when the INFOTECH Office pre-examines the application.

By submitting and signing the application, I accept the above-mentioned conditions and accept that if the conditions of the application are violated, the application will not be successfully completed and a revised version of the application must be submitted.

**Before handing in this document you should have contacted at least 10 persons for a topic. Those persons can include professors, PhD-students, and other staff of the institute you are applying for however the grading has to be carried out by a “full” professor according to the INFOTECH regulation. See** [**“lecturers”**](https://www.uni-stuttgart.de/infotech/about_us/lectures/index.html) **on our website for a list of professors and therefore Institutes that are eligible to grade your thesis.**

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**Signature Student**

**To be filled by the INFOTECH Office**

**The request has been pre-checked by the INFOTECH Office and is**

* **complete / valid**
* **incomplete / invalid Date: Signature:**

**Request Form for Assignment of a Master-Thesis Topic by the Chairman of the Examination Commission INFOTECH**

**Page 1:**

**Brief Explanation of the Case**

Enter text here…

Date:

Name:

E-mail for contact:

Cell Phone or Phone for contact:

Signature:

**Page 2:**

**Transcript**

This is just a dummy page and should be replaced by your transcript.

**Page 3:**

**Table of Correspondence**

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| **Institute** | **Name** | **Position** | **E / P / T** | **Date of Contact** | **Tag** |
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| **Reason of Rejection** | | | | | |
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**Information: If you need help on how to fill-in the information, please have a look below.**

**Institute:** Acronym of Institute **| Name:** Last Name **|** **Position:** Prof / PhD / Sec **|** **E / P /T:**  Cont.by E-mail / Pers. /Tel. **Date of Contact:** DD-MM-YY **|** **Tag:** A tag chosen by you that refers to the copy of the topic description.

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| **Institute** | **Name** | **Position** | **E / P / T** | **Date of Contact** | **Tag** |
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| **Reason of Rejection** | | | | | |
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**Page 4-14:**

**Copies of the topic descriptions as found offered by the respective Institutes**

This is just a dummy page and should be replaced by the copies of the topics you were searching and applying for. Please add the same tag to the topics as you have done in the table for easy reference.