

Formal procedure for registering and submitting the *BA/BEd-Arbeit*

Students in the fifth semester can consult staff informally to discuss a potential topic for the *BA/BEd-Arbeit* before they have reached the necessary level of 100 LP. However, only when they have accumulated 100 LP can they officially register and write the *BA/BEd-Arbeit*. The procedure is then as follows:

1. Obtain the official registration form (*Antrag zur Anmeldung einer Bachelorarbeit*) from the *Hochschulprüfungsamt*.
2. Fill in your details in the first box at the top of the form.
3. Submit the form to the *Hochschulprüfungsamt*, who will then officially confirm (in the second box on the form) that you are in at least your fifth semester and have accumulated at least 100 LP.
4. When you are ready to start writing your thesis, take the form to the supervisor who has agreed to supervise it. He or she will fill in the topic and date it. **The date that he or she enters is the starting date for the time you have to write your thesis (*Bearbeitungszeit*);** this is 4 months for a *BA-Arbeit* and 3 months for a *BEd-Arbeit*.
5. Your supervisor will also allocate you a second examiner (2. Prüfer). You should then also obtain his or her signature before taking the form back to the *Hochschulprüfungsamt* (but the date entered when your supervisor [*Betreuer*] signs the form is the decisive one for your *Bearbeitungszeit*).
6. Submit the form to the *Hochschulprüfungsamt* who will then officially confirm your title and the latest possible date of submission.
7. The thesis should be submitted to the *Hochschulprüfungsamt* by the due date.
For any further questions relating to the submission of the BA/BEd-thesis, please consult the *Hochschulprüfungsamt* and read their online information here:

<https://www.uni-trier.de/index.php?id=36127>