



UNIVERSITÄT  
BAYREUTH

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**Faculty of Law, Business &  
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**Processing times, submission deadlines and submission form for seminar and final theses (Bachelor, Master and WiWiZ theses) in the economics and business administration department of the Faculty of Law, Business and Economics (RW Faculty)**

Dear students,

extraordinary circumstances require extraordinary measures. Our goal is to upkeep the teaching programme as much as possible, even in times of the new Corona Virus. Rest assured that we will do everything we can to avoid disadvantages for you as a student or will do our best to mitigate them as much as possible.

A question that is pressing for many of you concerns the processing times, submission deadlines and submission form for your scientific work, specifically seminar-, bachelor-, master- and WiWiZ- theses (hereinafter: scientific work). To this end, the dean's office, in agreement with the university management (and in addition to the "[FAQs regarding Corona](#)" published by the University of Bayreuth), has decided on the following regulations:

- The processing time for your scientific work will be extended by the same time period as the library will be closed for. At the moment, no one can exactly predict how long the library will be closed for. However, we assume that a reopening before April 19, 2020 is not realistic. For this reason, the chairs were asked to provisionally extend the submission deadlines by 36 days (starting on the day the library was closed). Please be advised, that there may be adjustments of the processing time (both backwards and forwards) as soon as new information concerning the library reopening becomes available. The chairs will require a few days to adjust all submission deadlines, as this is a completely manual process. Please refrain from making inquiries to the chairs. If your respective deadline comes closer and you have not been informed of adjustments, rest assured that the content of this letter applies.
- If you want to hand in your work despite the library being closed, this is of course still possible. You may not be able to find a copy shop for the bindings due to the closure of numerous stores. However, this is not a problem. As long as businesses in Germany remain closed, the faculty recognizes PDF submissions as fully adequate. Please remember to take the usual explanations into account (e.g. independent writing of the work and usage of sources). Send your theses in PDF form to the Examination Office for Economics and Business ([pruefungsamt.wiwi@uni-bayreuth.de](mailto:pruefungsamt.wiwi@uni-bayreuth.de)) as well as to the secretariat of

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the respective chair and the supervisors. Please hand in seminar papers in PDF form to the chair and the supervisor. After businesses (e.g. copy shops) reopen, you are obliged to submit the paper versions.

Due to the postponement of the deadlines for seminars, it may not be possible to hold classroom-based attendances/exams at the planned dates as stored in CAMPUSonline. If this postponement results in serious disadvantages, I would kindly ask you to contact the respective chair directly to discuss a suitable solution.

The above laid out regulations apply to courses of the economics and business administration section of the RW Faculty to the extent that the relevant examinations are carried out by such chairs in the RW Faculty.

At the moment we are working hard to ensure that you can use as many library assets and other resources (e.g. business databases) as possible from off-campus. To what extent this will be possible is still being assessed at the moment.

We will keep you up to date in the new [FAQs of the RW Faculty](#) on the subject of Corona.

The Dean's Office team will be happy to answer any questions you may have via email:

- Dr. Markus Seufert ([markus.seufert@uni-bayreuth.de](mailto:markus.seufert@uni-bayreuth.de)) for the courses of business administration, WING and GÖ as well as courses not explicitly mentioned here and
- Matthias Kollenda ([matthias.kollenda@uni-bayreuth.de](mailto:matthias.kollenda@uni-bayreuth.de)) for the courses in Economics, IWE, IWG and History & Economics.

We apologise for any inconvenience and hope for your support in this situation, which is unusual for us all.

Best regards,

Prof. Dr. Friedrich Sommer

Dean of Studies for Business Administration and Economics