

## **Instruction for the application of a Bachelor thesis, a Master thesis, the colloquium and deregistration.**

**Basically, the examination regulations of your study program apply!**

**This document is for information only; it does not replace the examination regulations!**

**This document refers to the study programs**

- Bachelor of Mechanical Engineering and Design**
- Bachelor of Mechanical Engineering and Design for professionally qualified students**
- Bachelor of Mechanical Engineering and Design in Practice**
- Bachelor of International Business Engineering, IBS**
- Master of Mechanical Engineering**
- Master of Technical Management**
- Master of Business Intelligence and Data Analytics**

**To make the text more readable, the term "thesis" is used instead of "bachelor thesis" or "master thesis".**

**Gender clause: In this document masculine and feminine pronouns are used on equal terms. Solely for improved readability was the masculine form chosen for the text.**

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## General instructions

Please read the instructions carefully before you start with the thesis. If you have any questions, please contact your examiner.

You can find the form for the registration of the thesis at

<https://www.hs-emden-leer.de/fachbereiche/technik/studieren/ordnungen-und-formulare/>

Please note the point "Missing grades". Please hand in the completed application form to the secretary's office for mechanical engineering or send it by email ([sekretariat.mb.technik@hs-emden-leer.de](mailto:sekretariat.mb.technik@hs-emden-leer.de)).

The application for the thesis must be received by the Secretariat Mechanical Engineering no later than 7 days after the start of the thesis.

The maximum processing time is 3 months for M&D, M&DiP and IBS.

The maximum processing time for a Master's Thesis for Mechanical Engineering is 5 months.

The minimum time between application and submission of a thesis is 8 weeks.

Register for the colloquium in due time. Please refer to the section "Colloquium".

If you need to extend your thesis, please use the corresponding form at:

<https://www.hs-emden-leer.de/einrichtungen/immatrulations-und-pruefungsamt/formularedownloads/>.

Upon justified request, the examination board can extend the processing period in individual cases up to a total duration of six months.

You will find information on the submission of the thesis under "Submission of the thesis".

## Examiners

Two examiners must be appointed to supervise the thesis. In any case, one examiner must be a professor of the University of Applied Sciences Emden/Leer. The second examiner can be a research assistant or an external examiner, but she cannot be the first examiner. If an external examiner is appointed, he must ensure that he can participate in the colloquium. Otherwise, a second examiner from the university must be assigned.

If you propose a research assistant or an external examiner, please make sure that he has the required qualifications. This means, for example, that the examiner for an examination in the Master's program must have at least a Master's degree or a university or comparable degree. The degree "Dipl.-Ing. (FH)" does not allow to examine a Master Thesis, but is allowed for a Bachelor Thesis. Furthermore, the second examiner must have relevant, adequate professional experience. A guideline value here is 5 years outside the university. In this case, the form "Personal Sheet for Second Examiners of a Bachelor's Thesis/Master's Thesis" must be attached to the thesis application.

## Missing grades and practical semester

Please check your transcript of records, this can be done online.

If there are still missing grades in your transcript of records, please point this out to the examiner.

If you still have to complete examinations at the time of application, make a plan of when you want to complete these examinations. Please take into account the respective examination periods.

If you have failed exams, you must submit an informal request to the Examination Committee, which can be emailed to the Secretariat of Mechanical Engineering. This request should include the following table:

Name of the exam performance	Semester	Name of the examiner	Date of the examination or planned date of the examination
Engineering Mechanics II (example)	2 (example)	Rouleux (example)	Done on 31.12.1999 (example)
Control engineering (example)	6 (example)	Archimedes (example)	Planned for the examination period end SS 2020 (example)
....			

An application for admission to the Bachelor thesis cannot be approved if the practical part of the practical semester in the company has not yet been completed by the specified starting date. This must be proven by the certificate of the practical semester with the signature of the company (enclose a copy).

## Submission of the final thesis

Each final thesis contains an affirmation under oath that the thesis was written independently. This affirmation is signed by the student's personally (not copied or scanned).

The text for this reads for individual theses:

### *Affidavit*

*"I, the undersigned, hereby declare in lieu of an oath that I have written this thesis independently and have not used any sources or aids other than those indicated. All references and citations are correct and complete and are reproduced in the respective chapters and in the bibliography. This thesis has not been submitted in this or a similar form, either in whole or in part, for the purpose of obtaining an academic degree or other examination qualification.*

*I understand that false statements in connection with this declaration may be prosecuted."*

For group work:

### *Affidavit.*

*"We, the undersigned, hereby declare in lieu of an oath that we have written this thesis independently and have not used any sources or aids other than those indicated. The parts provided by us individually are marked as such. All source references and citations are correct and complete and are reproduced in the respective chapters and in the bibliography. This thesis has not been submitted in this or a similar form, in whole or in part, for the purpose of obtaining an academic degree.*

*We understand that false statements in connection with this statement may be prosecuted."*

Part of the thesis is an abstract. The abstract consists of two sheets. One sheet contains an abstract of your thesis in German and the second sheet in English.

Each thesis without confidential information contains the following accessibility statement:

*"As far as my rights are not affected, I agree that this thesis can be made available to members of the Emden/Leer University of Applied Sciences for study/teaching/research without any restrictions."*

### Conducting the submission of the thesis

To submit the thesis, the following documents must be made available to the university no later than the day of the submission date. It is recommended to use Moodle for the submission. If desired, it is also possible to waive the Moodle submission. Please consult with your first examiner in this regard.

Submission via Moodle:

	Thesis without blocking note		Thesis with blocking note	
	↓	↓	↓	↓
<b>Delivery location</b>	Submit to the university: One copy for the secretary's office and, if desired, one copy each for the examiners who are employees of the university	<b>and</b> upload to Moodle for the examiners who are employees of the university	Submit to the university: One copy for the secretary's office and, if desired, one copy each for the examiners who are employees of the university	<b>and</b> upload to Moodle for the examiners who are employees of the university
<b>Format</b>	A bound copy with ↓	A PDF file containing ↓	"loose sheets", in particular ↓	A PDF file containing ↓
<b>Cover page</b>	yes	yes	yes	yes
<b>Affidavit</b>	yes, with original signature	yes, without signature	yes, with original signature	yes, without signature
<b>Abstract German and English</b>	yes	yes	yes	yes
<b>Blocking note</b>	no	no	yes	yes
<b>Accessibility statement</b>	yes	yes	no	no
<b>Elaboration of the content of the paper (e.g. table of contents, introduction, etc...)</b>	yes	yes	no	yes

For a second examiner who is not an employee of the university, please send their copy separately.

Uploading on Moodle is done via this link:

<https://moodle.hs-empden-leer.de/moodle/course/view.php?id=5176>

Your work is not publicly accessible to the university, but can be accessed by your examiners as well as employees of the administration who are entrusted with the administration of theses.

All the documents to be submitted should be sent to the Secretariat for Mechanical Engineering. It is not sufficient to hand them in to the first examiner only.

If you send your above mentioned documents by mail, the date of the postmark is considered as the date of submission, not the date of the posting. If the thesis is handed in at the Secretariat, the Matriculation and Examination Office or the Student Service Center, the date will be noted and the copies forwarded.

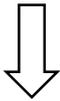
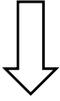
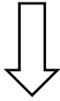
Secretariat Mechanical Engineering, Tel. 0 49 21/8 07-14 28, Room T230.

Matriculation and Examination Office: Tel. 0 49 21/8 07-13 96, Room T103.

Student Service Center: Tel. 0 49 21/8 07-70 00, Mensafoyer at the counter.

If the requirements for the colloquium have already been met, please complete the "Application for Admission to the Colloquium" and add the notice (see below).

Submission without Moodle:

	<b>Thesis without blocking note</b> 	<b>Thesis with blocking note</b>  	
<b>Delivery location</b>	Submit to the university: one copy for the secretariat and additionally one copy each for the examiners who are employees of the university	Submit to the university for the secretariat	<b>and</b> additionally submit to the university for the examiners who are employees of the university
<b>Format</b>	A bound copy with A PDF file containing 	"loose sheets", in particular: 	One bound copy for each examiner who is an employee of the university, with 
<b>Cover page</b>	yes	yes	yes
<b>Affidavit</b>	yes, with original signature	yes, with original signature	yes, with original signature
<b>Abstract German and English</b>	yes	yes	yes
<b>Blocking note</b>	no	yes	Yes
<b>Accessibility statement</b>	Yes	no	no
<b>Elaboration of the content of the paper (e.g. table of contents, introduction, etc...)</b>	yes	no	yes

## Colloquium

There must be at least 7 days between submission of the "Application for Admission to the Colloquium" and the date of the colloquium, as the announcement must be posted one week before the date.

Check whether all grades are known to the examination office (online grade statement).

If there are still missing grades, no colloquium can be held. This also applies to practical semester presentations/reports/posters.

Agree on a date for the colloquium with the examiner.

After completing the above, submit an "Application for Admission to the Colloquium". The application must be accompanied by a poster (announcement of the colloquium). Provide announcement with title of thesis, name, first and second examiners, date, time, place.

Usually the colloquium takes place in room T131 of the university. Online colloquia are also permitted. Please reserve the room via the Secretariat M. The key for room T131 can be picked up at the Secretariat M one hour before the start of the colloquium.

Each colloquium is public, therefore the term "not public" or similar must not be listed on the announcement. If the colloquium is not open to the public, please put the date and additionally the time or place on the announcement.

## Deregistration

You can find the application for deregistration at

<https://www.hs-emden-leer.de/einrichtungen/immatrikulations-und-pruefungsamt/formularedownloads/>

Complete the application and obtain the requested signatures. The signature in the "Laboratory Engineer" field is done by the research assistant of your first examiner.

Submit the completed application with your campus card to the Matriculation and Examinations Office. Upon application to the AStA, you can have the semester ticket amount refunded on a pro-rata basis.

If a student finishes their studies by passing the colloquium in the summer semester by April 1st or in the winter semester by October 20th and applies for deregistration by then, they will receive a full refund of the amount paid for that semester. Reminder fees are excluded from this. You can find the application here:

<https://www.hs-emden-leer.de/einrichtungen/immatrikulations-und-pruefungsamt/formularedownloads/>

The semester, however, counts as well. The deadline for deregistration is the day of the colloquium. Upon application to the Matriculation and Examination Office, deregistration takes place at the end of the semester.