

Hints for the registration of the Master Thesis, the Colloquium and the "Exmatrikulation" (removal from the register of students)

This information is not a substitute for the examination regulations!

This document serves only as assistance.

Valid are the examination regulations of your course of studies!

You find the form to the registration of the Master Thesis online <http://www.hs-emden-leer.de/fachbereiche/technik/studium/ordnungen-und-formulare.html> . Your department is the Abt. Maschinenbau/Dept. Mechanical Engineering.

Give special attention to the point of "Missing Results". Follow moreover the point "Missing Results". The completely filled out application is to be handed in directly to the secretary's office or sent by email (sekretariat.mb.technik@hs-emden-leer.de).

The maximum duration time is four months. The minimal time span between application and delivery of the Thesis are two months.

Register yourselves in time to the colloquium. Pay attention to "Colloquium".

Between registration of the Thesis and application for the admission to take the colloquium a time gap of 6 weeks is provided.

You find hints towards the submission in the thesis under the point „Submission of the Thesis“.

1 Missing results

1.1 Checking

- 1.1.1 Please, check your mark transcript, this could be done online at <https://sta-hisweb.hs-el.de/qisserverel/rds?state=user&type=0> .
- 1.1.2 If results in the transcript are missing, contact your examiner.
- 1.1.3 If you still have to achieve results at the time of the application, make a time schedule when you will be getting these. Take the exam periods into account for the schedule. In this case, consider the exam periods.
- 1.1.4 In case you have not fulfilled all necessary requirements, you need to request to be admitted to the master thesis nevertheless. Send a request to the examining board by mail to the secretary's office, Dept. Mechanical Engineering. This request should contain the following table:

Title of Exam	Term of Studying	Name of Examiner	Date of Exam or planned Date of Exam
Technische Mechanik II (Example)	2 (Example)	Rouleux (Example)	done at 31.12.1999 (Example)
Regelungstechnik (Example)	6 (Example)	Archimedes (Example)	Scheduled for the examination period SS 2020
....			

Be aware of the fact that you have to have passed „Scientific Writing“ under all circumstances!

2 Delivery of the Thesis

2.1 Part of the Thesis is an Abstract in the German language and in the English language. The abstracts must be written on two different, separate sheets and on a CD.

2.2 Every Thesis contains a declaration that the Thesis was developed independently. This explanation must be personally signed (not copied).

2.3 Number of copies

2.3.1 If the first examiner and second examiner are members of our University, you have to deliver three copies.

2.3.2 If the second examiner is not a member of the University (external), you have to deliver two copies for the University and one copy directly to the 2nd examiner.

2.3.3 Every Thesis without confidential information contains the following explanation:
 „As far as my rights are not touched, I agree that the Thesis will be unconditionally accessible to all members of the Hochschule Emden/Leer using it for Studium/Lehre/Forschung“.

2.3.4 If the Thesis contains confidential information, you have to arrange a solution with help of your first examiner. Nevertheless you have to deliver to the secretary the front paper, the abstracts and the log flag.

2.4 Date of Delivery

There are different options to submit your Thesis. It is very important that your thesis is submitted on time.

- 2.4.1 You have the possibility to deliver it by postal mail. In this case the delivery date is the date of the postmark.
- 2.4.2 If the Thesis is delivered to the secretary's office directly, the arrival date will be noticed. The copies will be passed to the examiners and the Library.
- 2.4.3 You should deliver the „preliminary evaluation“-document directly with the copy of your Thesis for the first examiner. If the second examiner is an external person, you should also submit the already signed with your Thesis.
- 2.4.4 If the conditions to attend the colloquium are already fulfilled, the application form “Application for admission to attend a colloquium” should be delivered then also.

3 Colloquium

- 3.1 Check your transcript to make sure all marks are submitted to the examination office (on-line transcript).
- 3.2 If achievements are missing, no colloquium can be carried out.
- 3.3 Arrange the date for the colloquium with the examiners.
- 3.4 After processing of the points 3.1 – 3.3 you have to submit an „application for admission to attending the colloquium“. Also a notification (announcement of the colloquium) must be added to the application.
- 3.5 If the colloquium takes place in the University, book a room with help of the secretary's office.
- 3.6 Prepare an announcement of your colloquium with title of the Thesis, your name, first examiner's name and second examiner's name, date, time and place (you can adapt the cover of your thesis for the announcement).
- 3.7 Every colloquium is considered public to University members. Therefore, a remark to constrict this on the notification is not allowed.
- 3.8 **Attention:** The time between submitting the colloquium form and the date of the colloquium should to be seven days.

4 Removal from the register of students

- 4.1** Print out the „Exmatrikulationsantrag“, which is downloadable at http://www.hs-emden-leer.de/fileadmin/user_upload/Einrichtungen/luP/Formulare/Exantrag_Emden.doc.
- 4.2** Fill out this form and get the requested signatures.
- 4.3** Deliver it completely in conjunction with the Campus-Card to the registration office (Mrs. Müller Room: T102). At request at the General Students' Committee (AStA) it might be possible to refund the semester ticket amount proportionately. Then a delivery of the Campus-Card is not necessary.
- 4.4** If you finish your study (by passing the colloquium) within the first month of the following semester (e.g. 1st of April for summer, 20th of October for winter) and you submitted an application for deregistration till then, the semester fee will be refunded completely. Excepted from this are the overdue fines (25€). You will find the application on: http://www.hs-emden-leer.de/fileadmin/user_upload/Einrichtungen/luP/Formulare/Erstattungsantrag.doc (application for refunding the back- registration contribution).