

Notes on applying for a Bachelor's thesis, a Master's thesis, the colloquium and exmatriculation

In principle, the examination regulations of your degree program apply!

This document is for information purposes only and is not a substitute for the examination regulations!

This document refers to the degree programs

- Bachelor Maschinenbau und Design
- Bachelor Maschinenbau und Design im Praxisverbund
- Bachelor Internationaler Studiengang Wirtschaftsingenieurwesen, IBS
- Bachelor Nachhaltige Produktentwicklung im Maschinenbau
- Master Maschinenbau
- Master Technical Management
- Master Business Intelligence and Data Analytics

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General information

Please read the instructions carefully before starting your thesis. If you have any questions, please contact your supervisor.

You can find the form for registering your thesis at

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

Please pay attention to the section "Missing examination results".

The application must be signed by the first examiner before submission to the secretary's office.

Please submit the completed application to the Mechanical Engineering Secretariat or send it by e-mail (sekretariat.mb.technik@hs-emden-leer.de).

The application for the thesis must be received by the secretary's office no later than 7 days after the start of the thesis.

The minimum period between the start and submission of a thesis is 2 months.

Register for the colloquium in a timely manner. Please refer to the section "Colloquium".

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

<https://www.hs-emden-leer.de/einrichtungen/immatriculations-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.

Please only use the current versions of the forms!

Information on submission can be found under "Submission of the thesis".

Examiners

Two examiners must be appointed to supervise the thesis. In any case, one examiner must be a professor at the University of Applied Sciences Emden/Leer. The other examiner can be a member of the scientific research assistants or an external examiner. If an external examiner is appointed, it must be ensured that he/she attends the colloquium at the university. Otherwise, an examiner from the university must be appointed. An external examiner cannot be the first examiner.

If you propose a member of the scientific research assistants or an external examiner, please ensure that they have the necessary qualifications. In this case, examiners must have at least the academic degree that the applicant is seeking. The second examiner must also have sufficient relevant professional experience. A guideline value here is 5 years outside the university. In this case, the form "Personalblatt für Zweitprüfer*Innen einer Bachelorarbeit/Master-Thesis" must be attached to the thesis application.

Before submitting the thesis application, please obtain the consent of the first examiner. This is documented by signature on the thesis registration form.

Missing examination results

Please check your transcript of records. This can be done online.

If there are any missing entries in your transcript of records, please inform the examiner.

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

If you have missing examination results, you must submit an informal application to the Examination Board, which can be sent by e-mail to the Mechanical Engineering Secretariat. This application should contain the following table:

Name of the examination	Subject semester	Name of the examiner	Date of the examination or planned date of the examination
Technische Mechanik II (Example)	2 (Example)	Rouleux (Example)	Completed on 31.12.1999 (Example)
Regelungstechnik (Example)	6 (Example)	Archimedes (Example)	Planned for the examination period at the end of SS 2020 (Example)
....			

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

Submission of the thesis

The thesis must be submitted in digital form. A bound copy must only be produced at the explicit request of the examiners.

The thesis must be uploaded to Moodle. The procedure and the current links for uploading are described on the pages of the Admission and Examination Office. Open the following link. You can find the information under "Digitale Abgabe von Abschlussarbeiten"

<https://www.hs-empden-leer.de/hochschule/organisation/einrichtungen/immatrikulations-und-pruefungsamt/formulare-downloads>

Each thesis contains a declaration that the thesis was written independently. This declaration must be signed in person. The current texts for the declaration in lieu of an oath can be found on the pages of the Admission and Examination Office under "Bachelor's/Master's thesis"

If your thesis may not be made accessible to the public, please read the document "Merkblatt externe Abschlussarbeiten". You can find this under the following link of the Admissions and Examinations Office under "Digitale Abgabe von Abschlussarbeiten"

<https://www.hs-empden-leer.de/hochschule/organisation/einrichtungen/immatrikulations-und-pruefungsamt/formulare-downloads>

Colloquium

Check whether all grades are known to the Examination Office (online grade transcript). If any performance is still missing, a colloquium cannot be held.

Arrange a date for the colloquium with the examiners.

After completing the above points, submit the "Antrag auf Zulassung zum Kolloquium". This must be signed by the first examiner. The application must be accompanied by an announcement (announcement of the colloquium with the title of the thesis, name, first and second examiner, date, time, place). The form can be found at:

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

If the colloquium is to take place at the university, please reserve a room via the secretary's office M.

Please note: There must be at least 7 days between submission of the "Antrag auf Zulassung zum Kolloquium" and the date of the colloquium.

Exmatriculation

You can find the de-registration application form at

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

Complete the application and obtain the requested signatures. The signature in the field "Labor-Ingenieur" is provided by the scientific research assistant of your first examiner

Hand in the completed application with the Campus Card to the Admission and Examination Office. You can apply to the AStA for a pro rata refund of the semester ticket amount.

If you graduate/ exmatriculate before or within one month of the start of lectures, the amount paid for this semester will be refunded in full; after this deadline, the application for exmatriculation can be submitted at any time up to the end of the semester. The only advantage is the use of the semester ticket. In any case, the student status ends on the day of the successfully completed colloquium.

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