

## Application for Final Thesis

### To be filled in by the student: (Step 1)

Last name, first name: \_\_\_\_\_

Student number: \_\_\_\_\_ Degree program: \_\_\_\_\_

Degree: ☐ Bachelor's ☐ Master's

I herewith apply – according to the valid examination and study regulations - for admission to my final thesis. A list of my exams "Leistungsübersicht (alle Leistungen)" (exported from QIS) and the enrollment certificate are enclosed. Examination with the ID # 910 or 920 has been passed.

**Preliminary title** (In case of a collective work, the names of the candidates must be added here.):

I am entitled to take the examination as I have \_\_\_\_\_ never \_\_\_\_\_ once failed an attempt in the aforementioned degree program. I have \_\_\_\_\_ never \_\_\_\_\_ once canceled a thesis topic.

1. Examiner: \_\_\_\_\_

Department: \_\_\_\_\_

2. Examiner: \_\_\_\_\_

Department: \_\_\_\_\_

Admission and the latest date for submission is published in your QIS Transcript of Records, examination with the ID # 8000. Signatures from both examiners and representatives of the Examination Committee must be collected by the student **prior to submission in the SSC**.  
Note: Once the final thesis application has been approved, leave will no longer be granted (Urlaubssemester)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### ➔ To be filled in by examiners: (Step 2)

We herewith confirm the aforementioned thesis topic, and we have agreed to be its examiners.

Submit your final thesis \_\_\_\_\_ electronically **or** \_\_\_\_\_ two (2) hard copies

Starting date: \_\_\_\_\_

Date: \_\_\_\_\_

1. Examiner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2. Examiner Signature: \_\_\_\_\_

Required information about external examiner/s, academic degree: \_\_\_\_\_

Address: \_\_\_\_\_

### ➔ To be filled in by the SSC: (Step 3) by email to: [ssc-dessau@hs-anhalt.de](mailto:ssc-dessau@hs-anhalt.de)

Criteria for final thesis approval fulfilled (Exams 910 or 920 "Passed", student status: enrolled)

Criteria for final thesis approval not fulfilled

SSC Dessau, Date, Signature: \_\_\_\_\_

### ➔ To be filled in by the Departmental Examination Board: (Step 4)

The examinee's application has been:

☐ approved ☐ rejected (see reasons on extra sheet)

The Departmental Examination Board approves the aforementioned thesis topic as well as both examiners.

Head of the Examination Committee is appointed: \_\_\_\_\_

Latest submission date: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

SSC-erfasst, Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Information on the final thesis regulations in Bachelor's and Master's degree programs

### General regulations

- Once approved, work on the final thesis may NOT be suspended and then resumed at a later date.
- Leave of absence (*Urlaubsantrag*) cannot be granted once the final thesis has been officially approved.
- Work on the final thesis requires careful preparation and planning to see it through. Candidates need to bear this in mind when starting the official final thesis process.

### Admission to final thesis

- The requirements for admission to the final thesis are specified in the respective degree program and examination regulations (program-specific regulations). The current version of these regulations may be accessed via the degree program's website.
- Regulations on the final thesis procedure are detailed in the General Regulations available for bachelor's and for master's degree programs (*Allgemeine Bestimmungen für Bachelor- / für Masterstudiengänge*). Both regulations may be accessed via Anhalt University's website.
- The final thesis admission requirements are fulfilled if the examinations 910 or 920 is recorded as 'passed' (*Bestanden*) in the student's transcript of records (*Leistungsübersicht*) available through the HIS-QIS examination portal.
- First and second examiners of a final thesis need to meet the following requirement:
  - o Final thesis examiners must hold the academic degree (level) that the candidate is being examined on.
- The board of examiners must be chaired by a professor of Anhalt University of Applied Sciences. Either first or second examiner should also be a professor of Anhalt University of Applied Sciences.
- The starting date for work on the final thesis needs to be coordinated with the examiners and entered on the application form.
- The completed and signed application - including attachments - needs to be submitted to Student Service Center. Email to: [ssc-dessau@hs-anhalt.de](mailto:ssc-dessau@hs-anhalt.de) or paper: Hochschule Anhalt, Studierenden-Service-Center, PF 2215, 06818 Dessau
- At the SSC, the application is checked against the admission requirements and is then passed on the relevant department's examinations committee (*Prüfungsausschuss*).

### Thesis completion time

- The time allowed for completing a final thesis is specified in the relevant degree program and examination regulations.
- Within a period of four (4) weeks after approval, the initial thesis topic entered on the thesis application may be turned down by the candidate. This may be done only once. The candidate is not required to state reasons for turning down the topic.
- A new thesis topic needs to be requested within a further four (4) weeks. These changes have no effect on the overall time of thesis completion.
- In justified exceptional cases and with the approval of the first examiner, an extension of the completion time may be requested via the department's examinations committee (*Prüfungsausschuss*).

→ Form "Request for extension of the thesis topic writing and research time".

- For bachelor's theses: an extension of up to 3 weeks may be granted
- For master's theses: an extension of up to 8 weeks may be granted
- Candidates may also request an editorial adjustment (reformulation) of their thesis topic. At the earliest, this request may be made six (6) weeks after admission (bachelor's thesis) or ten (10) weeks after admission (master's thesis) respectively. At the latest, these adjustments need be requested one (1) week before thesis submission. Form "Reformulation of the topic for the final thesis".

#### Submission

- The topic of the submitted final thesis must be identical to that of the initial thesis application or that of the editorial adjustment request respectively.
- No submission or a late submission of the final thesis will result in the thesis being graded as 'failed' (*Nicht Bestanden*).
- A final thesis needs to be submitted either
  - digitally using one email addressed to the Student Service Center ([ssc-dessau@hs-anhalt.de](mailto:ssc-dessau@hs-anhalt.de)), the first and the second examiner or
  - as a paper copy, to the Student Service Center during their office hours.
- Submission details are agreed upon with the examiners. In case of a digital submission, the examiners may request the candidate to provide additional non-digital documentation (sketches, models etc.) for the purposes of the colloquium.
- After the submission, the examiners prepare their reports on the thesis.
- The candidates are required to have passed all required course work and assessments prior to scheduling the colloquium. If this is the case, the examination number 950 is listed as 'passed' (*Bestanden*) in the candidate's transcript of records on the HIS-QIS examination portal. Only thesis and colloquium will still show up as outstanding.
- For the colloquium, the candidate is required to be enrolled at Anhalt University of Applied Sciences.

#### Failing the final thesis / resit options

- The final thesis may be repeated once.
- The candidate is required to re-apply for a new thesis topic within four weeks of being notified about the failed examination. This deadline is binding, i.e. the right of admission to this examination is revoked past this deadline.