

Application for admittance to start a thesis

To be filled in by the student: *(step 1)*

Family name, surname: _____ Matriculation nr.: _____

Degree program: _____ Bachelor Master

I hereby apply for admission to the thesis on the basis of the applicable examination and degree program regulations. The transcript of records (all records) of the HIS-QIS examination platform is attached. The examination number 910 or 920 is passed.

Suggested topic of the thesis:

This thesis will be worked out in a group no yes, together with _____

This thesis is the repetition first attempt.

The topic of the thesis has not been withdrawn yet been withdrawn once.

Name 1st examiner: _____ Member of HSA yes no

Name 2nd examiner: _____ Member of HSA yes no

Date click for signature of the student

To be filled out by the examiners: *(step 2)*

The above-mentioned topic has been issued and I hereby declare to work as examiner.

The thesis should be submitted digitally in printed form (two copies).

If not a member of HSA, please add the following data:

1st examiner

Academic degree: _____

Email Address: _____

Date click for signature examiner 1

If not a member of HSA, please add the following data:

2nd examiner (signature only department 1)

Academic degree: _____

Email Address: _____

Date click for signature examiner 2

The application for admittance has to be submitted via email (student email address) together with the corresponding data, signatures and the latest transcript of records (all records) of the HIS-QIS examination platform to the Examination Office (Prüfungsamt) of the SSC (pruefungsamt-bernburg@hs-anhalt.de). At the time of application for admittance the student has to be enrolled as student (not to be suspended from studies).

To be filled in by the Examination Office: *(step 3)*

- The requirements for admission to the thesis are fulfilled (examination nr. 910 or 920 "BE").
 The requirements for admission to the thesis are not fulfilled.

Date, signature - Examination Office (Prüfungsamt)

To be filled in by the Chairperson of the Examinations Committee – department 1 or 2: *(step 4)*

Decision

The student is

- admitted not admitted to start the thesis.

The Chairperson of the Examinations Committee approves the above-mentioned topic and the first and second examiner of the thesis.

The confirmed chairperson of the board of examiners is: _____

Date of submission: _____

Date, signature - Examinations Committee (Prüfungsausschuss)

Objection to this decision on your request can be addressed to the Chairperson of the Examinations Committee of department 1 or 2 within one month to the address of the email sender.

Notes concerning the process:

The notification of admission is sent to the student, to the examiners, to the chairpersons of the board of examiners and to the Examination Office (Prüfungsamt) and contains the latest possible date of submission. The earliest possible date of submission is four weeks after admission.

The topic can be returned once within four weeks without giving a reason. In this case, a new topic has to be applied for within further four weeks. The previous processing time is not considered.

In justified exceptional cases and with the consent of the first examiner, the student is allowed to extend the processing time (Bachelor up to three weeks, Master up to eight weeks). This requires approval of the Chairperson of the Examinations Committee. Further extensions are possible in proven cases of illness.

According to the decision of the examiners, the thesis can be either submitted digitally using the student email account and sending email copies to the SSC (pruefungsamts-bernbuerg@hs-anhalt.de) and to both examiners, or as printed paper which has to be submitted to the SSC. The SSC confirms the receipt of the printed copies by stamping and signing the cover sheets.

The Examination Office (Prüfungsamt) issues the student the application form for the graduation certificate, if it is necessary for the degree program. Moreover, students have to use the application for deregistration form which is published in the HIS-QIS examination platform. The latest date of deregistration is the end of the semester, the earliest possible date is the date of the colloquium. It is mandatory to have the signature of an employee of Anhalt University's library confirming the discharge of the library account.

The student has to submit all application forms close in time to the colloquium of the thesis to the Examination Office (Prüfungsamt). Email: pruefungsamts-bernbuerg@hs-anhalt.de

After submitting the thesis, the examiners draw up a thesis report. The Examination Office (Prüfungsamt) verifies, if all requirements which are necessary for the implementation of the colloquium are fulfilled and informs the chairperson of the board of examiners board about the result. At the time of the colloquium the student has to be enrolled as student of Anhalt University of Applied Sciences. During the colloquium, a report is written that reflects the process. (Formular Protokoll über das Abschlussverfahren).