

Information on completing your degree thesis, Department I&E

Before you register your thesis topic

In order to be permitted to register your thesis topic, you need to have met the requirements set out in the relevant Course-Specific Course and Examination Regulations. You can find these on the website of the Faculty Service Office of the Faculty of Engineering and Computer Science (abbreviated in the remainder of this document to FSB TI).

Procedure for registering your thesis topic

You register your thesis topic online via StISys, logging in with your HAW account and password. Fill in the online form and follow the instructions you will find in the system. After printing out and signing the form, you will need to submit it to the FSB TI.

External second examiners (Section 13 APSO-INGI)

If your proposed second examiner is external to HAW Hamburg, you will be required to apply for approval of this examiner two weeks at the latest before you register your thesis topic; it is expected that you will have discussed and agreed your choice with your principal examiner beforehand. A form for the purpose of this application (in German 'Bestellung eines externen Zweitprüfers') is available in StISys under 'Registration' (Anmeldung). You will need to fill in the form and have it signed by your principal and proposed second examiner, before submitting it (in person or by post) to the FSB TI along with the required proof of the proposed second examiner's qualification for the office. You do not need to submit such proof if the proposed second examiner has acted in this capacity for a thesis completed in your department within the last five years. If your choice is accepted, you will receive an email notifying you that you may proceed to register your thesis topic.

Your thesis topic and title

You must formulate your thesis topic in not more than 200 characters. Your Certificate of Examinations will state your topic in the approved wording. Once your topic has been approved, you may only change it for good reason and must submit a written request for approval of the change to the FSB TI.

The title must not contain any company names or unusual abbreviations. For instance, the abbreviation FPGA (= Field Programmable Gate Array) might be used in a thesis title because it is well known in the field of electrical engineering. On the other hand BQFP (= Bumpered Quad Flat Package) cannot be used because this abbreviation is usually only well known to highly specialised experts in the field.

In general the title should not be too long and crowded with details. It should give also those readers who are not experts in the field an idea what topic is covered in the thesis.

Thesis completion time frame

Counted from the day of approval of your thesis topic, you have three months to complete a Bachelor thesis and six months for a Master thesis (see the relevant Course-Specific Course and Examination Regulations). The minimum period after which you may submit your thesis is half of the period allowed for completion, that is, six weeks for Bachelor theses and three months for Master theses.

The date of approval of the thesis topic is not counted when establishing the final day of the period allowed for completion [cf. Section 187 (1) BGB]. For this reason, the date of approval of the thesis topic and that of the final day of the period allowed for completion usually receive the same reference number, signifying the relevant day of the month [cf. Section 188 (2) BGB].

If the final day of the period allowed for completion, i.e. the final day on which you may permissibly submit your thesis, is not a working day for HAW Hamburg administration, that is, if it is a Saturday, Sunday or public holiday, you can submit your thesis in person to the FSB TI on the next working day. The date of submission for theses submitted by post shall be deemed to be that of the postal date stamp on the envelope, which must be clearly legible. Please retain proof of postage.

Extensions to the submission deadline (Section 15 (5) APSO-INGI)

If you require an extension to the submission deadline for good and plausible reasons, you may apply in writing for an extension, submitting your request to the FSB TI – using the appropriate form which you can find on its website - along with proof or documentation of your reasons for the request. If possible, ensure you have done so at least two weeks before the original deadline. Please note that the maximum possible duration of any extension shall be half of the time originally allowed for completion.

In the case of illness the submission deadline can be extended by the duration of the illness, as stated on a medical certificate. This certificate has to be handed in *immediately* to the FSB TI together with the form <https://www.haw-hamburg.de/fileadmin/TI/FSB/AerztlichesAttest.pdf>.

Note that the submission deadline *cannot* be extended due to risks that should have been taken into account by usual project management methods (like, for example, late delivery of hardware).

Structure of your thesis

Your thesis should have the following structure (see also the templates for theses):

- Cover sheet (240 g/m²)

- First page with the required information about the thesis
- Second page: summary of your thesis in German and English, which must both fit on this page
- Table of contents
- Last page: your declaration that the thesis is your own work (Section 15 (6) APSO-INGI), see the thesis templates for the wording
- Adhesive binding which leaves your cover sheet visible

If your thesis is the result of a group project, you must ensure that the closing declaration indicates clearly and unambiguously which parts of the text were completed by which of the authors (Section 15 (6) APSO-INGI).

Submission of your thesis

You must submit your thesis to the FSB TI in person during its regular office hours. If you are unable to do so for any reason, it remains your responsibility to ensure that the thesis reaches the FSB TI by post within the specified time frame (Section 15 (4) APSO-INGI).

You must submit the following to the FSB TI:

- *Two* bound copies of the thesis, each with a CD (or DVD) containing the thesis in pdf format and possibly the appendix,
- *One* separate CD with the thesis in pdf format. *Please use only the publication sheet as the cover for your CD,*
- *Two* publication sheets (A4 printout), signed,
- *One* submission sheet (you will have received this along with the email confirming the registration of your topic)

If your second examiner is *external* to HAW Hamburg only one bound copy must be submitted to the FSB TI. Additionally, a confirmation from your second examiner that she or he has received the second bound copy of the thesis must be submitted.

Some remarks on the CDs

Each submitted copy of the thesis should contain a CD or DVD (ideally attached to the inner back side of the thesis). In addition to the pdf version of the thesis this CD can contain further data which form the appendix to the thesis, for example

- source code,
- measurement values,
- data sheets,
- figures and literature that can be reproduced electronically.

In particular, source code that has been written as part of the thesis must be accessible to the examiners. If measurement values have been generated as part of the thesis they must be included to make the results of the thesis reproducible.

The CD containing the appendix in electronic form must be mentioned in the written thesis by including the sentence *The appendix to the thesis is on CD and can be obtained from the first examiner.*

Note that the additional separate CD that has to be submitted should just contain the thesis in pdf format but not the appendix.

Colloquium (Section 15 (7) APSO-INGI)

The thesis colloquium should take place within 6 weeks of submission of your thesis. You arrange the date with your examiners. Both examiners, including your internal or external second examiner, must be present. The colloquium may not, under any circumstances, take place on the day you submit your thesis.

Issuance of your Certificate of Examinations

The name by which you are registered in StISys will be used to generate your Certificate of Examinations. This name should be identical to the name on your ID card or passport. If this is not the case (for example this could happen in the case of compound names) the name in StISys should be changed *before submission* of the thesis. This can be done in the study office (Stiftstraße).

When your Certificate of Examinations is ready, you will receive an email informing you when and where you can collect it.

Graduation

You will receive a personal invitation to your graduation ceremony; please make sure we have your correct (postal and personal email) address details when you collect your Certificate of Examinations.

Exmatriculation

Usually the grade of the thesis will be determined immediately after the colloquium. Unless you have further topics open you will be exmatriculated the next day. Therefore you are not a student anymore on the day after the colloquium.