

# Guide Line Final Thesis

## Thesis Registration

As soon as you have completed the prerequisites, you may apply to complete your thesis. The subject-specific examination and course regulations for all degree programs can be found on the website of the Faculty Service Office TI (FSB TI). Please note the [signature regulations!](#)

### Documents to be submitted to the FSB:

- For external second examiners:
  - Completed application with all original signatures (physical copy)
  - Informal curriculum vitae (at least 5 years of professional experience) and graduation certificate of the external second examiner (physical or digital copy)
    - ➔ Will be forwarded to the chair of the examinations committee for approval by the FSB
    - ➔ If approved, the external second examiner will receive a confirmation e-mail; the student and first examiner are put in cc

#### **Note:**

- [Special regulations for the professional experience of the external second examiner Dep. Information and Electrical Engineering](#): 5 years of professional experience for Bachelor's degree, 3 years for Master's degree, 1 year for a doctorate
  - The registration of your thesis can only be approved after the approval of the external second examiner. You can still submit both forms at the same time.
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- Registration form (physical or digital copy):
    - Dep. of Automotive and Aeronautical Eng. and Dep. of Mechanical Eng. only: description of thesis topic signed by the first examiner (please note the templates on the website of the degree programs)
    - Current administrative transcript from myHAW
    - Completed and signed registration form

- ➔ The FSB will forward all documents to the chair of the examinations committee for approval
- ➔ Only after the approval of your registration (and, if applicable, after the approval of the external second examiner) will your thesis be registered in myHAW
  - ➔ The FSB no longer sends out a confirmation e-mail of the registration! After we registered your thesis in myHAW, you will receive a push notification. You can view the start and submission date in the registered module and the registration also appears under “registered examinations” („Angemeldete Prüfungen“)

**Note:**

- The start date may be set differently depending on the examination committee responsible (e.g. date of signature of the first examiner on the registration form, date of submission of the registration form to the FSB, date of processing by the chair of the examination committee)!
- Dep. Information and Electrical Eng.: you can submit the registration form directly to the examination committee for approval, which will be forwarded to the FSB after approval
- Dep. of Mechanical Eng.: no company or product names may appear in the title of the thesis
- Title: please note our civil clause ([Preamble to the Basic Regulations](#))

## **Extension of the submission deadline**

### **Documents to be submitted to the FSB:**

- Completed and signed application form (physical or digital copy)
- In the event of an illness: Original of the sick note („Arbeitsunfähigkeitsbescheinigung/AU“) or medical certificate („ärztliches Attest“) with stamp and signature of the doctor
- Other proof justifying an extension of the deadline
  - ➔ The FSB forwards these documents to the chair of the examination committee for approval
  - ➔ After approval, the new submission date will be entered into myHAW by the FSB
  - ➔ You will receive a confirmation e-mail

**Note:**

- Please submit the application for an extension of the submission deadline as early as possible, otherwise it may not be considered. Very short extension periods (a few days) may also not be considered.

**Change of thesis title**

- Approval by first examiner and examinations committee required
- Will be changed by the FSB after approval in myHAW; you will receive a confirmation e-mail from the FSB

**Submission**

Please submit the following to the FSB:

- For internal second examiners:
  - Completed and signed submission form
  - Two print editions
  - 3 CDs (one CD glued onto the last page of each physical copy, one extra CD in a CD case and with a publication notice as a cover)
  - 2x publication notices (either consent or exclusion of publication)
- For external second examiner:
  - Completed and signed submission form
  - One printed copy; please submit the second copy directly to your second examiner
  - Written confirmation from the external second examiner that the thesis has been received
  - 2 CDs (one CD glued onto the last page of the physical copy, one extra CD in a CD case and with publication notice as a cover)
  - 2x publication notices (either consent or exclusion of publication)
- Exception Microelectronic Systems (M.Sc.):
  - 3 print editions
  - 4 CDs (one CD glued into each copy, one extra CD in a CD case and with publication notice as a cover)

- 2x publication notices (either consent or exclusion of publication)

Note:

- Dep. Mechanical Eng.: The submission of a poster presentation/poster CD is no longer necessary due to the change of the examinations regulations
- As there is no longer a confirmation e-mail of the registration sent out, that e-mail no longer needs to be submitted with the submission of your thesis as before
- Please do not use the green-cover-template as it is not up-to-date. Please use the other template

Deadlines

- Early submission: possible after half of the time allocated for completing your thesis, except for the Bachelor's degree programs in Computer Science (already possible after 6 weeks)  
→ Theses submitted before the earliest possible submission date will not be accepted
- Theses not submitted on time will be assessed as “failed” with a grade of 5.0 / 4 points
- If the submission deadline falls on a Saturday, Sunday or public holiday, the next working day is considered the submission deadline

3 Options for Submission:

- ➔ In person during office hours or by [booking a time slot](#)
- ➔ By post; postmark (date stamp) = submission date

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Berliner Tor 21 / 20099 Hamburg

- ➔ Submission to the HAW post office in BT5 (please note the opening hours!)
- After submission, you will receive a confirmation e-mail from the FSB; internal examiners are put in cc. The internal examiners will then collect the thesis from the FSB for assessment
- Please arrange a date for the colloquium with your examiners yourself

Certificate application (for Dep. of Automotive and Aeronautical Eng. and Dep. of Mechanical Eng. only)

- If all of your achievements have been recorded in your student account, you can also submit your certificate application to the FSB when submitting your thesis; this is necessary for degree programs from the Dep. Automotive and Aeronautical Eng. and the Dep. of Mechanical Eng. in order to be able to issue the certificate

Information on the subject of re-registration:

- [You do not have to re-register](#) if you have completed all examinations and submitted your thesis before the end of the current semester. If the colloquium takes place in the next semester and is the last examination you have to complete, you do not have to re-register in this case either.
- If you start a Master's degree program at HAW directly after your Bachelor's degree, you must of course re-register

Grading and certificate:

- As soon as the FSB has received the complete thesis evaluation documents from your first examiner, the FSB will enter your grade in myHAW
- If all requirements have been met (and, if applicable, a certificate application has been submitted), the FSB will issue your certificate documents. As soon as your documents have been signed by the responsible persons and are ready for collection, we will inform you via e-mail
- You are welcome to use our [booking tool](#) to collect your certificate!