

Information for writing a thesis

1. objectives and requirements

In their final thesis, students should show that they are able to independently work on a problem from their field of professional activity - corresponding to their course of study - using scientific methods and findings and thereby classify it in the interdisciplinary contexts. The thesis is a theoretical, empirical and/or experimental investigation with written elaboration. The thesis is intended to prove that the students are in a position to work independently on a topic related to professional practice in the deadlines laid down in the examination and study regulations specific to the degree programme.

2. formal regulations

A thesis topic cannot be printed until all requirements of the current examination and study regulations have been met.

2.1 Selection of experts

Two reviewers are required to approve the final thesis. The first reviewer supervises the thesis. Anyone who teaches the subject full-time at the University of Applied Sciences or has an equivalent qualification can be appointed as an expert. The qualifications of external experts must be proven by submitting a copy of the academic degree.

2.2 Application

The thesis must be applied for in writing. The application form is available on the website of the University of Applied Sciences of the Faculty Service Office of the Faculty of Life Sciences under the item "Final Thesis" and must be filled in carefully and completely and submitted with both signatures of the reviewer to the examination board chair of the corresponding degree programme.

The student can extend the processing time by a maximum of two months by submitting an informal application to the examination board chair before the deadline has expired. An important reason and the opinion of the experts must be available for this.

2.3 Examination file

The application form also includes the test files, which are generated analogously when the final thesis is submitted. The test file must be submitted to the Faculty Service Office when submitting the final thesis.

2.4 Routing slip

You can download the routing slip from the website of the Faculty Service Office. On the routing slip, the persons responsible at the janitor's office and, if applicable, the laboratories confirm by signature that HAW has no claims against you. Please submit the completed routing slip together with the certificate application. Make sure that no more fees are outstanding or that no objects are borrowed.

If it is not possible for you to obtain the signatures personally (due to absence from the location), you can enter them in internal postal circulation (checkbox on routing slip available). In this case, please submit the routing slip together with your thesis.

Created certificates can only be handed over if a fully signed routing slip is available.

2.5 Application for a certificate

In order to apply for the certificate, an application for a certificate of the corresponding degree programme is required. Master students can create this form in consultation with the PAV(s).

This form must list the services rendered and, if not registered in HELIOS, prove them to the chair of the examination board with the original certificates.

The application for a certificate can be found on the website of the Faculty Service Office of the Faculty of Life Sciences.

3. Structure of the thesis

The work should be set up in the following order:

- title page (see appendix for sample)
- Preface (comments on the choice of topic, author's intention, acknowledgement, etc.)
- Table of contents (structure of working with page numbers)
- additional directories (formulas, abbreviations, tables, figures, etc.)
- Introduction
- main text
- Summary
- Bibliography (standard-compliant)
- affidavit
- Appendix (measurement tables, software programs, design drawings, questionnaires, etc.)

4. Design of the thesis

The usual formal rules must be observed when designing the final thesis. At this point, reference can be made to the general literature for the guidance and design of scientific papers. A general comprehensibility of the explanations, an adequate formulation as well as spelling and grammar must be explicitly observed.

5. Submission of the thesis

The thesis must be submitted in triplicate (2 print editions and one digital edition) to the faculty service office on schedule and on time. Two copies must be submitted in bound, hard copy and one copy on CD-ROM. (Further copies are to be made available only in accordance with the specifications of the experts.)

The examination files must be submitted to the Faculty Service Office together with the copies of the final thesis. The following forms will be submitted:

- Examination file
- affidavit and declaration of publication of the student (signed)
- Expert opinion form for the first assessors
- Report form for the second reviewer
- Confirmation form for timely submission

Sample for the title page of the thesis

HAW- logotype

if necessary, further logos



Hamburg University of Applied Sciences

Faculty of Life Sciences

Topic of the thesis

Type of thesis

in the study programme

submitted by

First name, last name,
Matriculation number

place of delivery

on xx. month 20xx

Reviewer: Prof./Title
Reviewer: Prof./Title

First name, Last name (HAW Hamburg)
First name, Last name (company)

The thesis was supervised and prepared in the laboratory
of the company.....
in cooperation with the company.....