

University of Applied Sciences Hamburg  
Faculty of Engineering and Computer Science  
Department of Information and Electrical Engineering  
Examination Board of the degree course: Information Engineering

## Bachelor Thesis Information

### 1. Title of the Bachelor Thesis

The title of the Bachelor Thesis is to be printed on the front page of the Bachelor examination certificate. The title should consist of a short, precise description of the work carried out for the Bachelor Thesis. Once the title has been registered it cannot be changed.

### 2. Form of the Bachelor Thesis

Two copies of your Bachelor Thesis have to be made in the following form :

- Use the official white/green book cover of the department for the cover of your report.
- The Bachelor Thesis has to be bound (This can be done at a copy shop).
- Use the *Bachelorcover.doc* of the internet site of the Examination Board :  
(Prüfungsangelegenheiten: <http://iweb.etch.haw-hamburg.de/yamlt3/Examination.136.0.html?&L=1> ...).  
and print this text on the white/green cover. Do not change the position or layout of this page!
- Prepare the first page of your Bachelor Thesis as shown in the internet site of the Examination Board : *Bachelor1page.doc*
- Prepare the second page of your Bachelor Thesis as shown in the internet site of the Examination Board including keywords and abstract in English and German : *Bachelor2page.doc*
- The third page is for the Index. Or Contents.
- The page after the Contents will be Chapter number 1 and will be the Introduction, followed by the rest of the report.
- Use only one side printing when writing your report.
- The last chapter title is to be "References."
- The penultimate chapter title is to be "Conclusion."
- After the References you need to include an "Appendix" where source codes, special descriptions etc. can be found. If you want to store the Appendix on a CD or disk or inside a supplementary booklet you must write the following text on the Appendix page: "This Bachelor Thesis contains an appendix of program listings, hardware descriptions etc. on a CD (disk or supplementary booklet ). This Appendix is deposited with Prof. Dr. xy. "
- The last page of the Bachelor Thesis must contain the following or a similar declaration :

#### Declaration

**I/we declare within the meaning of part 16(5) of the General Examination and Study Regulations for Bachelor and Master Study Degree Programmes at the Faculty of Engineering and Computer Science and the Examination and Study Regulations of the International Degree Course Information Engineering that: this Bachelor Thesis has been completed by myself/ourselves independently without outside help and only the defined sources and study aids were used. Sections that reflect the thoughts or works of others are made known through the definition of sources.**

**City, Date and signature(s)**

If the Bachelor Thesis is written as a team, the parts written by each author have to be marked. This can be done in the declaration on the last page in the following form : Chapters 1,3,5,7 are written by Ms. A. Chapters 2,4,6,8 are written by Mr. B. *or* : Ms. A is responsible for pages 1 to 30 and Mr. B is responsible for pages 31 to 60.

- **Two** copies of the Bachelor Thesis have to be delivered to the Head of the Examination Board (room 1006) or to the secretary of the Examination Board (room 1006a).

**In addition a CD has to be handed in including your Bachelor thesis in PDF format.** The cover of the CD must be covered as seen in the agreement sheet description.

### 3. Publishing Agreement form

You have to provide two copies of the "Publishing Agreement" form when you deliver your Bachelor Thesis. This form can be found in the Examination Board internet site : *agreementPDF2010.pdf*.

Please be so kind to fill in the PDF form as lined out in the form. Pay attention to select **agreement** for publishing the Thesis or the **non-acceptance** of publishing of the Thesis. Perhaps you need to obtain permission from your company (Did you sign a confidentially agreement?) to publish your report.

If you (and your company and any other interested parties) are in agreement, the electronic publishing agreements of your Bachelor Thesis will be listed in the library catalogue of the University of Applied Sciences Hamburg.

If you sign the agreement form, you agree to the publishing agreements listed above. Any subsequent claims for misuse of third party information in the report will be your responsibility and you personally will be liable for any legal claims arising.

Please note that the signing/non-signing of the publishing agreement has no influence on the grading of your Bachelor Thesis.

The Publishing Agreement can also be used to cover your CDROM.

### 4. Deadline

The deadline for delivery of the Bachelor Thesis is **three months** (for all students starting after SS2001) after it has been distributed via the Head of the Examination Board.

The Head of the Examination Board can extend the deadline by two month at the most if a student makes an official application stating an important reason before the deadline runs out. Only very important reasons (for example, health problems confirmed by a doctor) can extend the deadline. If you think that you will be unable to finish your Bachelor Thesis within the deadline, talk to your supervisor examiner as early as possible.

In calculating the deadline, the distribution day will not be included. [§ 187 (1) BGB]. For example, if the Bachelor Thesis was distributed on the 12<sup>th</sup> January 2001, then the deadline will be the 12<sup>th</sup> March 2001. If you send your Bachelor Thesis by post, the mailing date/post mark on the package will be the delivery date. Ensure that the mailing date on your package is clearly visible and can be read by the Head of the Examination Board (consider using registered post). When sending your Bachelor Thesis by post check that it includes: three copies of the Bachelor Thesis (each signed on the last page!), two publishing agreement forms (signed!) and the Bachelor Thesis delivery form.

If you hand these things in person to the Examination Board, the deadline for the report is calculated as follows :

**Examples:**

Distribution date	04.06.2001	03.08.2001	30.11.2000	31.06.2001
Deadline for mailing	Tuesday 04.09.2001	Saturday 03.11.2001	Thursday 28.02.2001	Sunday 30.09.2001
Deadline if delivered in person to the Exam. Board at the department.	Tuesday 04.09.2001	Monday 05.11.2001	Thursday 28.02.2001	Monday 01.10.2001

**5. Where to deliver the Bachelor Thesis**

The two copies of the Bachelor Thesis, one CD including the Bachelor Thesis in PDF format, the two copies of the publishing agreement form and the Bachelor Thesis delivery form should **only** be handed in to the Head of Examination Board (room 1006) or to the secretary of the Examination Board (room 1006a) or a secretary personnel in the 12<sup>th</sup> floor. On the Bachelor Thesis delivery form the receiving date and the signature of the receiving person will confirm the Bachelor Thesis delivery.

If you are too late, that is: the date of delivery is after the last delivery date, then you will have failed the Bachelor Thesis and you will be given 00 graduate points by the Head of the Examination Board.

The Bachelor Thesis can only be repeated once! If you fail the Bachelor Thesis contact the Head of the Examination Board immediately for further information.

**6. Colloquium / Presentation**

Before the Bachelor Thesis is graded the supervisor examiner and the second examiner will carry out an additional colloquium together with the student. During the colloquium the student has to present the contents of the Bachelor Thesis in the form of an oral presentation lasting 15 - 30 minutes. In addition, the hard and/or software associated with the Bachelor Thesis can be presented to the examiners. In general, the colloquium takes place after the Bachelor Thesis has been handed in. The colloquium has to be presented during a lesson organized by the head of the examination board. In such cases the date of the grading of the Bachelor Thesis should be the date of the colloquium.

Prof. Dr. Hotop

Head of Examination Board