

## Notes and assistance for the application for admission and assessment of the Bachelor's/Master's thesis and the colloquium:

**PLEASE NOTE: Do NOT fill out the form that is mentioned in the following steps using an Apple device. This causes the form to become defect. Please use a windows based computer to fill out the form.**

### a) Application for admission to the thesis.

1. Download the forms "**Application for Admission and Assessment of the Bachelor's/Master's Thesis and the Colloquium**" and "**Registration of Study-Related Stays Abroad in Accordance with § 4 No. 13 of the Higher Education Statistics Act**" from the homepage (<https://www.hs-niederrhein.de/studierendenservice/>).
2. Contact your second examiner and ask him/her to submit an informal written declaration. This statement must include that there is a willingness to supervise your thesis as a second examiner.

#### **(DIFFERENT REGULATION IN THE FACULTY OF APPLIED SOCIAL SCIENCES:**

The declaration of the second examiner is not required in the Department of Social Work. The second examiner is determined by the chairperson of the examination committee. However, a person of choice may still be entered as a suggestion on the form; however, confirmation is not required).

**(DIFFERENT REGULATION IN THE FACULTY OF HEALTH CARE:** The declaration of the second examiner is not required in the Faculty of Health Care. The second examiner is determined by the chairperson of the examination board. However, a preferred person can be entered on the form as a suggestion (in consultation with the first supervisor). In this case, the second examiner should be inquired by the student. However, the confirmation of the second examiner does not have to be documented for the Examination Office. The inquiry only serves to find out whether the preferred person is willing to act as the second examiner and is aware of being declared on the form.

3. Complete section 1. of the application form electronically. Important: first select your subject area. If the second examiner you propose does not belong to Niederrhein University of Applied Sciences, put a cross by "( external)". This will display an additional field in which you enter the e-mail address of the external second examiner. Without this information, further processing is not possible. 4.
4. The content of the field "**Signing person**" is taken from the field "**Name**". Confirm your entries by clicking on "**Save entries**". This will make the entries permanent and they can no longer be edited/changed. **Please note that you may not insert a digital signature into the form, as otherwise the form fields of the document can no longer be edited.**
5. Then send the electronic form from your **university e-mail address** together with the declaration of the second examining person to the e-mail address of the examination office set up for your department (pruefungsamt-xx@hs-niederrhein.de/ xx corresponds to the number of your department).

6. After the admission requirements have been checked, the application is forwarded by e-mail via the supervising person to the person chairing the examination committee. This person confirms the topic of the thesis and appoints the supervisor and the second examiner.
7. In the next step, the start date for the processing of your thesis and the last possible submission date are determined. The start date is the date the email is sent to you plus 7 days. By sending the form to your university e-mail address, you will be informed about the admission to the thesis and can start working on the topic.

**b) Submission of the final thesis and application for admission to the colloquium.**

8. If you have completed your thesis, please follow the instructions for uploading the thesis to Moodle-Exam. Furthermore, please fill in section 6. of the application form completely electronically. Use the keyboard (**do not use a scanned signature or similar**) to enter your name in the field "signatory" and save your entry with the button "Save entries". This locks the entries and they can no longer be edited/changed.

Then save the updated form as a new file and send it back to us - if you have not already sent it back to us - together with the completed electronic form "**Registration of Study-Related Stays Abroad Pursuant to Section 4 No. 13 of the Higher Education Statistics Act**". Send the e-mail from your **university e-mail address** to the e-mail address of the Examinations Office set up for your department (pruefungsamt-xx@hs-niederrhein.de / xx corresponds to the number of your department) on the day you submit your thesis as a reply to the e-mail in which you were admitted to the thesis.

**(DIFFERENT REGULATION IN THE FACULTY DESIGN:** You hand in or send the print versions of your thesis, if necessary, to the coordination office of the department, room R 125).

9. After checking that the form has been received on time, it will be forwarded to the supervisor by e-mail. The supervisor and the second examiner download your thesis from Moodle-Exam and assess it. First, the supervisor confirms whether the thesis has been assessed with at least "sufficient" (4.0) and proposes a date for the colloquium.
10. If the requirements under examination law are met, the application for admission to the colloquium is granted on behalf of the person chairing the examination committee. You will be informed by e-mail about the admission, the date and the place of the examination.

**If you have any questions, the team of the Examinations Office will be happy to help you under the known contact options.**