

**Chairman of the examination Committee of the English courses of study
Textile and Clothing Management**

Important Examination Information Regarding Bachelor and Master Thesis (Examination Regulations Version 2005)

Admission (ER §9 und ER §20)

A student can fill for admission to the bachelor thesis, if he/she has got 156 credit Points, which means that the guided internship (ER §7) must be completed successfully. For an admission to the master thesis 60 credit points are necessary.

If the possibility is used to substitute credit points of non-passed examinations by bonus points, the waive to participate in an examination must be stated in written form at the latest together with the application for the bachelor thesis.

Application Form (ER §9)

The application for admission must be given to the examination office using the corresponding application form. If the students include a second examiner, a written confirmation signed by the second examiner on the application form or another paper (or email) is necessary. If the student has chosen an external examiner, he/she must add the complete address of this second examiner and his academic degree. If not the application cannot be accepted.

Withdrawal (ER §10 / §20)

A student can withdraw his/her application for admission to the thesis unless the application is published without the withdrawal counting against the permitted number of examination attempts.

Working time (ER §8 / §20)

The maximum allowable time for the completion of a bachelor thesis is two months, the minimum six weeks. If the thesis is not completed before the deadline, it will receive a failing grade (5.0). In well-founded exceptional cases, a student can apply for an extension of the deadline by up to four weeks. The application for the extension must be addressed to the Chairman of the Examination Committee. The maximum allowable time for the completion of a master thesis is four months, the minimum three months.

Withdrawal of Thesis Topic (ER §10 / §20)

A student can withdraw the topic of the bachelor or master thesis only once and only in the first four weeks of completion without submitting any reasons. The withdraw has to be stated in written form in the examination office.

Delivery (ER §11)

The Bachelor's or Master's thesis shall be bound and submitted to the Examinations Office in triplicate. The candidate must append a declaration with the following wording to the thesis:

Declaration:

I herewith declare, that I have completed the present thesis by myself and without the use of any aids other than those listed. All passages that were taken either directly or mutatis mutandis from published and non-published sources, have been marked as such. The thesis has never been submitted to a different examination authority in the same or a similar form

(Location and date)

(Signature of the author)



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Size (ER §8 / §20)

The written part of the bachelor thesis shall not be less than 60 DIN A4 pages and shall not exceed 150 DIN A4 pages in length. Other media like CD-ROM can be used if agreed. The master thesis should have at least 80 pages and 180 pages maximum.

Formal Regulations

(deviation is possible if agreed in specially founded cases)

Language:

English

Layout:

Paper Size: DIN A4 paper, writing on one side only
Margins: left 3-4 cm, right 1 – 2 cm
Letter: 12pt
Spacing: chapter headings: 1.5 lines
Text: 1.5 lines
Footnotes: single lines
Footnotes: separation from main text by a horizontal line
Page numbers: above the text

Order:

Title Page
Acknowledgement (**signed**), if applicable
Table of contents
Table of graphs, if applicable
List of abbreviations, if applicable
Main text
Bibliography
Appendix/Appendices, if applicable
Statement (**to be hand-signed in each copy**, see above)
Abstract (approximately 6-10 lines for archive)
Appendix/Appendices, if applicable

Delivery:

The bachelor respectively master thesis shall be bound and submitted to the Examinations Office in triplicate. Deviations are possible if agreed in specially founded cases. Sketches, drawings, patterns and pictures should be contained at least in one exemplar as originals.

Title

The thesis' title must be identical in letters and signs to that one, written on the application form. For a change the written allowance of the supervisor is necessary latest when the thesis is delivered, otherwise it will be not accepted.



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Important legal points to the final oral examination (Colloquium): (ER Version 2005)

Admission (ER §12 / 21)

A candidate will only be admitted to the oral examination if he/she has got 177 credit points (Bachelor) respectively 117 credit points (master) and if his/her final thesis has received the mark of “pass” or better.

Application Form (ER §12 /§21)

The application for admission to the viva voce examination must be directed to the Chairman of the Examination Committee and can be filed concurrently with the application for the bachelor or master thesis.

Duration

The ‘Colloquium’ is an oral examination of approximately 45 minute length that is conducted by the supervisors of the thesis (minimum: 30 min).

Others

Poster

A summary of the thesis as a one-sided poster (templates are available on the departments websites) DIN A4 and in English must be given to the supervisor latest at the colloquium.

Chairman of the examination committee

Prof. Dr. R. Voller

(Title of the Bachelor thesis)/ (Title of the Master thesis)

Final work of the bachelor (master) course of study
to get the academic degree „Bachelor (Master) of Science“

by

(given name(s) / surname of the author)

from

(residence of the author)

The topic was elected from the subject (Name of the subject)
and done at the faculty of textile and clothing technology
of the Hochschule Niederrhein in Mönchengladbach

First Examiner: (Title, academic degree and Name)

Second Examiner: (Title, academic degree and Name))

(Semester and current year)