

Guideline for “workshop final thesis” in bachelor degree courses

1. The “workshop final thesis” is coupled with the bachelor thesis and cannot be completed independently from it. This is why the workshop cannot be attended in earlier semesters.
2. With regard to the schedule it precedes the actual compilation of the bachelor thesis and can (and should) thus be conducted before the official registration.
3. It consists of three components which must be accomplished.
 - a. Participating one up to two (usually one) seminar/s which are dated individually and are not correlated with the seminars for “workshop scientific methods”.
 - b. Oral presentation of about 20 – 25 minutes comprising subject and scope as well as initial results of the thesis on one of the seminars, if present.
 - c. Handing-in of a written exposé of about two to four pages to the supervisor of the thesis
4. The typical time line is as follows:
 - a. The objective is broadly defined and agreed upon in consultation with the respective supervisor of the bachelor thesis
 - b. After that registration for the “workshop final thesis” (as early as possible) must immediately be effected per online form via the website of the faculty
 - c. An invitation to the “workshop final thesis” is sent to the applicant by the faculty
 - d. During the seminar both objective and first results with regard to preparation and getting acquainted with the topic of the thesis are presented by each participant
 - e. After that students officially register their thesis; the registration of the thesis can, however, already be effected before successful completion of the advanced seminar
5. The **registration** to the “workshop final thesis” is done online via the website of the faculty and not in the examination office. The form is available here: <http://www.hs-niederrhein.de/fb07/studium/studienbetrieb/fb07-oberseminar/>
6. The **written exposé** should include about two to four pages formulated description of the topic as well as a summary of present results. A Word-template is available to download. A typical content structure of the exposé is:
 - a. Exposition of the objective, especially presentation of the problem
 - b. Outlining the targeted way of proceeding with designation of the chosen research method/s and the scheduled time line
 - c. If possible, presentation of a summary of already achieved (interim) results
 - d. Explanation of the targeted result/s of the thesis
7. Apart from the supervisor of the bachelor thesis also 4 to 6 additional students participate at the “workshop final thesis” that are also signed in to it and work on similar and/or related objectives with regard to their thesis, too.

8. Should a thesis be realised in cooperation with/in a company it must be communicated with the supervisor beforehand what content can be presented during the seminar and what has to remain undisclosed for reasons of confidentiality.
9. If the thesis is consistently realised at a great distance from the Niederrhein University of Applied Sciences it can be discussed and agreed well in advance with the head of the examination board if participating the block seminar can also be realised without physical attendance in Moenchengladbach (e.g. per video conference). This can, however, only constitute an exception.

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