

Information and assistance for the application for admission and grading of the Bachelor's/Master's thesis and the colloquium:

a) Application for admission of the thesis

1. Download the forms "**Application for Admission and Grading of the Bachelor's/Master's Thesis and the Colloquium**" and "**Registration of study-related stays abroad in compliance with Art. 4 No. 13 of the Higher Education Statistics Act**" from the website.
2. Contact your 2nd examiner and ask them to provide an informal written declaration. This declaration must include a statement that they are willing to supervise your thesis as a 2nd examiner.

DEVIATING REGULATION FACULTY 06 SOCIAL SERVICES:

The declaration of the 2nd examiner is not required in the faculty Social Services. The 2nd examiner is determined by the person chairing the examination committee. Nevertheless, a desired person can be entered as a suggestion in the form; however, confirmation is not required.

3. Complete section 1. of the application form electronically. If the 2nd examiner you propose does not belong to the Hochschule Niederrhein, put a cross in the " **external**" box. This will open an additional field in which you have to enter the email address of the external 2nd examiner. Without this information, further processing is not possible.
4. The content of the field **Name** will be automatically copied into the field **Signatory**. When you have filled in the section, confirm your entries by clicking on "**Save Input**". Thereby the entries are fixed and can no longer be edited/changed. **Please note that you are not allowed to insert a digital signature into the form, otherwise the form can no longer be processed by us.**
5. Send the electronic form from your university email address together with the approval of the 2nd examiner to the email address of the Examination Office set up for your faculty (pruefungsamtsamt-xx@hs-niederrhein.de).
6. After the admission requirements have been checked, the application is forwarded by e-mail via the supervising person to the chair of the examination board. The chair of the examination board confirms the topic of the thesis and officially appoints the supervisor and the 2nd supervisor.
7. The next step is to specify the starting date for processing your thesis and the last possible submission date. The starting date is the date the email was sent to you plus 7 days. When the form is sent to your university email address, you are officially informed that your thesis has been admitted and you can start working on the topic.

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

8. Fill in the form "**Registration of study-related stays abroad in compliance with Art. 4 No. 13 of the Higher Education Statistics Act**" and section 6. of the application form electronically, enter your name in the "**Signatory**" field and confirm your entries by clicking on "**Save Input**". If you do not wish your thesis to be published, please enter a cross for "**yes**" in section 6.1 "**I request that the following non-disclosure notice be added to the thesis:**". The thesis is blocked for unauthorised persons by this stipulation and will be deleted automatically after the retention period (5 years) has expired. **Please note that you must not insert a digital signature in the form, otherwise the form can no longer be edited.**

Send this form together with your completed thesis in PDF format at the latest on the last day of the submission deadline to the email address of the Examination Office set up for your faculty (pruefungsamt-xx@hs-niederrhein.de). **It is important that you send the original email from your university email address using the "Forward" function.** The printed versions of the thesis to be submitted in accordance with the examination regulations must be sent by post to the Examination Office, Reinarzstrasse 49, 47805 Krefeld. Alternatively, you can hand them in personally at the Examination Office during the opening hours.

9. After verification that the thesis has been received in due time, it is, it will be forwarded with the form by email to the supervisor. This person confirms whether the thesis has been assessed with at least "sufficient" (4.0) and suggests a date for the colloquium.
10. If the examination regulation requirements are fulfilled, the application for admission to the colloquium will be granted on behalf of the Chair of the Examination Board. You will be informed by email about your admission, the date and the place of the examination.