

Information for students and supervisors of Bachelor's and Master's theses in Department VII

Legal basis

[Rahmenstudien- und Prüfungsordnung \(RSPO 2016\)](#)

Application for admission to the final examination

The [application for admission to the final examination](#) is to be submitted to the Dean's Office by [e-mail](#) with Annex 1 (page 1+page 2), Annex 2 and a problem definition (agreed with the supervisor, approx. 1 DIN A4 page). (Appendix 2 and the problem definition can also be submitted separately from the rest of the application.)

Applications are always processed by the following deadlines:

01.03., 01.06., 01.09. and 01.12.

Notification of admission is sent by email to the student's bht email address approximately 6 weeks after the respective deadline.

At the time of admission, modules totalling a maximum of 35 credit points may be open (incl. modules of the final semester such as final examination and, if applicable, practical phase), but not from semesters 1-3 in Bachelor's degree programmes.

Proposals for "Supervision" ("Betreuung") in Annex 2 of the application for admission

All study programmes (except Dual)	Dual study models
<i>professor</i>	<i>company supervisor</i>
Betreuung	Betreuung
<i>[leave blank]</i>	<i>[leave blank]</i>
Bei geteilter Betreuung: Zweite Betreuung (ggf. extern)	Bei geteilter Betreuung: Zweite Betreuung (ggf. extern)
<i>Optional: 2nd professor (or company supervisor) requested as reviewer</i>	<i>optional: professor</i>
Nur für Fachbereich V und Fachbereich VIII Gutachter*in	Nur für Fachbereich V und Fachbereich VIII Gutachter*in

The examination committee must agree to the proposed topic, determines the examination committee, and can consider the reviewer's wishes, if applicable.

In the case of company supervisors, please provide a contact e-mail address (e.g., in the e-mail for the application for admission).



Notes on preparation

- Period for preparation: Bachelor thesis 3 months, Master thesis 5 months.
- The topic of the thesis can only be changed once and only within the first month after the issue of the topic.
- The title of the submitted thesis must correspond to the *topic* stated on the admission.
- Specification of the title of the thesis is possible upon application with the written consent of the supervisor.

Extension of the preparation time

According to §29 (9ff) RSPO2016, the chairperson of the examination committee may extend/interrupt the preparation time

- **in the event of unforeseen preparation problems.** Please apply with reasons via the supervisor (who will add a statement).
- **in case of health impairment.** Please submit a medical certificate. The certificate must show the performance-impairing effects of the illness, but not the illness itself. Simple certificates of incapacity for work, school or exams will not be accepted.
- **in case of parental or care leave.**

All applications are sent to the Dean's Office by [email](#) with attachments in pdf format.

Non-disclosure note / confidentiality

Generally, it is advisable to write a thesis in such a way that confidentiality is not necessary (e.g., by anonymising names). If confidentiality is nevertheless required, the student must obtain the consent of the desired supervisor for a “non-disclosure note” prior to beginning the work. The thesis then remains with the examining faculty and will not be published. A non-disclosure note must be signed by all parties involved (students, company, teaching staff). The non-disclosure note is inserted into the final thesis with the following text:

Non-disclosure note of the BHT

This thesis contains confidential information.

It may not be reproduced, not even electronically. This applies to the thesis as a whole as well as to parts of the thesis.

Inspection is permitted for a period of 5 years from submission for examination purposes only.

Some companies require the signing of a confidentiality agreement that goes beyond a non-disclosure note. Such an agreement cannot be signed for the university. However, the supervisors may sign a personal confidentiality agreement. A sample agreement is available in the Dean's Office.

Submission

The thesis is submitted by [e-mail](#) to the Dean's Office. At least two files are submitted:

1. Thesis as PDF
2. [Declaration of independent work](#). (Do not include in the thesis!)
3. Optional additional files as attachments. For larger files / amounts of data, the [BHT Cloud](#) or [FDS](#) can be used. (No external cloud storage!).

Submission must be made by 24:00 on the day of submission.

Written copies are only to be submitted to the Dean's Office if this is requested by the examination board.

After submission

The supervisor and the second examiner examine the thesis within 4 weeks and agree on a grade. The examination committee sets a date for the oral final examination and informs the students in writing of the examination date. The oral final examination can only take place if all modules have been passed in accordance with the valid study regulations.

Oral examination

Oral final examinations are usually public for university members unless the student objects. (i.e., company supervisors who are not named in the topic sheet may not participate). The oral final examination consists of an approx. 15-minute presentation by the student on the topic area and the results of the final thesis. The duration of the oral final examination per candidate, including the presentation by the student, shall not be less than 30 minutes and not exceed 45 minutes in Bachelor's degree programmes and shall not be less than 45 minutes and not exceed 60 minutes in Master's degree programmes.

After passing the final examination, graduates will be issued with a provisional certificate.

Certificate documents

The certificate documents are prepared in the Dean's Office and completed in the Administration Office. For this purpose, the [questionnaire on stays abroad](#) (please give it to the supervisor at the time of the oral examination if possible) must be available in the Dean's Office and the ["Laufzettel"](#) must be available in the Administration Office.

The certificate documents can be collected from the Administration Office after approx. 6 weeks of processing time. On request, the documents can also be sent via post; the prerequisite for this is the submission of a self-addressed DIN A4 envelope (Großbrief, Einwurf-Einschreiben or Übergabe-Einschreiben).