

Important information about the Bachelor's examination regulations (PO 2024) for full- time degree programmes

Department of Applied Engineering (AING)



*Examination regulations
in the department AING*

Outline of the slides

1. General information
2. Examinations
3. Withdrawal from examinations
4. De-registration and cheating
5. Transfer students
6. Explanation of individual examination and study achievements

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Which (examination) regulations and laws apply to my degree programme?

- Higher Education Act of the State of Rhineland-Palatinate
- General Bachelor's Examination Regulations (ABPO) of the University of Applied Sciences Kaiserslautern: Sets out general requirements and applies to all Bachelor's degree programmes at the university.
- Subject-specific Examination Regulations for the Bachelor's Degree Programmes in the Department AING (PO 2024): Sets out specific requirements for the degree programmes in Electrical Engineering, Energy Engineering, Mechanical Engineering, Mechatronics and Industrial Engineering in the Department of Applied Engineering – "full-time" or "dual".

What else should I know? What can I use as a guide?

- **Module handbook:** Shows all modules (subjects) of a degree programme with further information such as the skills and learning objectives to be achieved; type and form of examination; associated courses (e.g. lectures and laboratories), their content and recommended literature.
- **Study plan:** Shows which courses are (or should be) attended in which semester and in which semester the examination is scheduled (e.g. for two-semester courses).
- Please note the notices and announcements posted by the lecturers!

Example study plan:

Studiengang: Mechanical Engineering
Vertiefung: Digital Product Development

Modul	Angaben zum Modul			LM VL	Angaben zu Prüfungen				Bemerk. Ggf. Angabe alternativer Formen
	FS	CP Semester	CP gesamt			Art	Form	CP Prüfung	
Compulsory modules: Scientific Basics									
Engineering Mathematics 1	1	10	10	-		PL	K	10	
Chemistry for Engineers	1	4	5	-	Theoretical (N)	PL	KP1	4	
	2	1			Practical			1	
Experimental Physics	1	4	5	-	Theoretical (N)	PL	KP1	4	
	2	1			Practical			1	
Engineering Mathematics 2	2	5	5	-		PL	K	5	
Engineering Mathematics 3	3	5	5	-		PL	K	5	

What is the difference between an examination and a coursework assessment?

Examination – graded work (PL)

usually refers to: Theoretical (N)

- Written examinations (tests or assignments)
- Oral examinations
- Project work, term papers, etc.
- Bachelor's thesis and colloquium
- Generally **graded (N)**
- Can be taken every semester
- Date is listed in the examination schedule (**homepage**)

Coursework – non-graded work (SL)

usually refers to: Practical

- Performance certificate, test certificates, e.g. laboratory experiments, reports, presentations
- Practical study phase (practical project)
- Usually ungraded
- Can be taken every semester, with some exceptions
- Available SLs can be found in the list of study achievements (**homepage**)

What is a KP1?

Combined examination

- Preliminary work partially required; e.g. safety instruction
- Practical part (**SL**) as non-graded partial performance; e.g. laboratory report, certificate
- Theoretical part (**PL**) as graded partial performance; e.g. written examination
- Details are specified in the module handbook

What are credit points (CP)?

- *Credit* points are **performance points** used to indicate the workload for courses or modules.
- **1 CP** corresponds to an average workload of **30 hours**.
- This includes the time spent in the course (attendance time), the preparation and follow-up time at home/in the study group, as well as the time spent preparing for exams and the exams themselves.
- **Approximately 30 CP** are allocated **per semester**.
(Please note: Do not overwork yourself! University is different from school! If you have any problems, seek advice from professors, the programme director or the student advisory service!)

What do I need to bear in mind for the basic internship?

- Generally, it must be completed before the start of your studies. The basic internship comprises 30 days of attendance (**6 weeks**) net (excluding holidays and absences).
- In exceptional cases, it can be submitted by the end of the second semester.
- The basic internship must be recognised and submitted to the Examination Office in order to be eligible to take examinations from the third semester onwards.
- Basic internship documents must be submitted **at least two months** before the first examination of the third semester of the study programme in which you wish to participate.
- **Not applicable to dual students.**
- Possible special arrangements for students transferring from other universities.
- Responsible for recognition:
 - Mechanical Engineering: **Prof. Dr.-Ing. Werth**

What are elective subjects (WPF)?

- WPF are compulsory subjects that can be freely chosen.
- You can take as many as you like (by registering for the exam), but only those corresponding to the specified CP can be included in your bachelor's degree certificate (other WPF taken will be listed in the appendix).
- The same rules apply to elective subjects as to normal compulsory subjects; however, they can be **deselected** if the examination has not yet been definitively failed. Deselection takes place at the Examination Office using the appropriate form.
- With the exception of tutorial activities, registration takes place via ICMS, observing the usual registration deadlines.

How to write an application to the Examination Board – formal requirements

- Always submit a written application and hand it in at the Examination Office; emails are not sufficient!
- Be sure to include your full name, complete address, telephone number, email address for queries and your degree programme with semester in the style of a business letter. Your matriculation number is mandatory.
- If your application relates to a specific examination, be sure to include the correct name and examination number.
- Submit your application at least one week before the next meeting of the examination board to allow sufficient time for any queries.
- Please enquire about the examination board's dates at the Dean's Office or the Examination Office.
- You will receive a written response within approximately 4 weeks!

How to write an application to the examination board – content requirements

- It is best to briefly summarise your request in the form of a heading!
- Then describe your request in as much detail as necessary and possible.
- Justify your request in a meaningful and comprehensible manner!
- Do not forget to sign the application!
- Attach all supporting documents that back up your application!

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When do I register for examinations?

You must register for each examination and coursework in good time. This is your responsibility. Make sure you find out the relevant information in good time.

There are **registration weeks** for **examinations (written exams)**:

- In the summer semester: **May 01 until May 20**
- In the winter semester: **November 01 until November 20**

For **coursework**, the dates specified on the list apply. For "Info Lecturer", please check with your supervising professor/lecturer in good time and also keep an eye out for relevant emails towards the end of the previous semester.

Where do I register for examinations?

- Registration for examinations takes place online via the portal during the registration weeks.
- Registration for coursework is done via the portal or via the lecturer. This is noted accordingly in the SL table.
- The **examination schedule** is posted online at the beginning of the semester.
- Withdrawal from examinations is usually possible up to one week before the examination.
- Registration and withdrawal from an examination is confirmed by an automatically generated email. Save this email immediately and print it out. Falsifying confirmation emails or screenshots is an attempt at deception and may result in official de-registration.
- In case of discrepancies, please contact the Examination Office immediately (**have your matriculation number ready**).

I am getting an **error** message **about prerequisites**. What does this mean? What should I do?

- Certain prerequisites must be met for some examinations (e.g. basic internship completed, certificate passed). If these admission requirements have not yet been met, admission is granted subject to reservation. The message "**Reservation: prerequisite error**" is displayed.
- You may only take the examination if the prerequisite has been fulfilled in good time before the examination date (approx. 10 days in advance) (e.g. the basic internship has been recognised) and the reservation has thus been lifted.
- If you are unsure, please contact the Examination Office.

What happens if there are technical problems with the portal?

- If the online portal registration does not work on the registration deadline, we will investigate the issue. In this case, you can register at the Examination Office on the following working day by 11:00 a.m. at the latest. This also applies to the withdrawal deadline.
- You are responsible for any problems with your internet connection, so

do not wait until the last day; register in good time!

When do the examinations take place?

- All examinations (written exams, etc.) are offered every semester.
- **Regular** written examinations are offered in the winter semester for semesters 1, 3 and 5, and in the summer semester for semesters 2, 4 and 6. In addition, repeat examinations are held at the opposite times.
- Each semester has two regular examination weeks during which the regular written examinations take place:
 - Winter semester: mid of January + mid/end of February
 - Summer semester: end of June/beginning of July + end of August
- Resit exams usually take place in the week after the first regular exam week (resit week) or occasionally during the regular exam weeks.

Where can I find the examination schedule?

You can find the examination schedule at:

<https://www.hs-kl.de/angewandte-ingenieurwissenschaften/studierende/pruefungsplaene/>

and, after the respective registration weeks, in **Campusboard**

*Please also note any last-minute changes,
especially regarding the location!*



Examination schedules
AING

Alle Prüfungspläne auf einen Blick

- Die **Prüfungspläne** stehen hier als PDF-Dateien zur Verfügung. Bitte beachten Sie, dass auch nach der Veröffentlichung noch Änderungen möglich sind. Kontrollieren Sie daher regelmäßig die Prüfungspläne.
- Die **Anmeldung zu den Prüfungen** erfolgt über das Programm **Bewerber- und Studierendenportal** » zu den **Anmeldezeiträumen** des Fachbereichs. Diese sind für die Bachelor-Studiengänge (PO 2019, PO 2024) und den Master-Studiengang Elektrotechnik und Informationstechnik
 - 01.-20. Mai für Prüfungen des Sommersemesters und
 - 01.-20. November für Prüfungen des Wintersemesters.
- **Kontrollieren** Sie nach erfolgter Anmeldung zu Prüfungen stets die **Korrektheit Ihrer Anmeldung** im **Bewerber- und Studierendenportal** » und machen Sie einen Screenshot/Ausdruck, den Sie zur Prüfung mitbringen.
- Sollten Sie krankheitsbedingt nicht an einer angemeldeten Prüfung teilnehmen können, so müssen Sie sich im Prüfungsamt prüfungsunfähig melden. Im Studierendenportal und hier finden Sie das **Formular** » zur **Bescheinigung der Prüfungsunfähigkeit**. Sie können dieses per E-Mail im Prüfungsamt einreichen. Die Nachforderung des Originals durch das Prüfungsamt ist innerhalb der durch die **ABPO** ✓ festgelegten Frist möglich.

Wichtiger Hinweis zu kurzfristigen Anpassungen der Prüfungspläne

Durch besondere, unplanmäßige Umstände ist nicht auszuschließen, dass es auch kurzfristig zu Anpassung der Prüfungspläne kommt. Der Fachbereich informiert Sie in solchen Fällen per E-Mail. Bitte lesen Sie aufmerksam Ihre E-Mails in Ihrem Hochschulaccount.

Bachelor PO 2019 inklusive reine Wahlpflichtfächer »

Bachelor PO 2024 (Präsenz, Dual und Berufsbegleitend) »

Bachelor PO 2022 (ausbildungsintegrierte Studiengänge) ▾

Berufsbegleitende Bachelorstudiengänge PO 2016: AT, IE, PI, MT »

Master ET/IT »

Master MB/MT »

Master berufsbegleitend PT/ET »

Master WLP »

Where and when will the exam take place?

- The location of the exam (lecture hall) will be added to the exam schedule and Campusboard approximately two weeks after the registration deadline.
- Please arrive at the lecture hall 15 minutes before the start of the examination!

Be sure to check the newsletters from the department and the degree programmes: Professors usually send out information about the exam, room assignments and permitted aids by email!

Are there admission requirements for examinations?

- The following applies to examinations in **semesters 1 and 2 of the study programme**:

No formal requirements

- The following applies to examinations in **semesters 3 to 7** of the curriculum:

Basic internship must be recognised and submitted to the Examination Office

- The following also applies to examinations in **semesters 5 to 7** of the curriculum:

The compulsory modules for semesters 1 and 2 must have been passed

Are there admission requirements for the practical study phase and bachelor's thesis?

- The basic internship must be recognised and submitted to the Examination Office.
- All modules (except compulsory elective modules) of the study plan semesters 1 and 2 must have been passed.
- At least 150 CP must have been achieved from the modules of semesters 1 to 6 of the study plan.
- Registration for the Bachelor's thesis is only possible after completion of the practical study phase.

Where can I find out whether I passed the exam and what grade I received?

- Your exam grade and status (AN – registered, IB – in progress, BE – passed, NB – failed) can be found in the grade overview.

PrNr.	Prüfungstext	Semester	Note	Status	ECTS	Freiversuch	Vermerk	Versuch
99	ECTS Gesamtpunkte				198			
999	Berufspraktische Tätigkeiten	WiSe 12/13		BE	0			1
1238	Technisches Englisch und Wirtschaftsenglisch	WiSe 13/14	1,0 info	BE	4			1
1445	Maschinenelemente 1 - SL	WiSe 14/15		BE	1			2
1445	Maschinenelemente 1 - SL	SoSe 15		NB	0			1
1498	Maschinenelemente 1 Vorlesung	WiSe 14/15	5,0 info	NB	0			1

- Passed examinations cannot be retaken. It is therefore not possible to improve your grade.

I failed an exam. What happens now?

- Students choose the date for retaking a failed exam themselves and register within the specified registration period.
- Exams and coursework can be retaken a maximum of two times, so you have a total of **three attempts**.
- Bachelor's theses and associated colloquia can be retaken a maximum of once.
- In the event of a final retake, repeat examinations must be assessed by two examiners in the event of failure.

I have definitively failed an exam. What happens next?

- If you have definitively failed an examination, you have also **definitively failed** your degree programme.
- You will then be officially de-registered at the end of the administrative semester in which you received notification of your final failure (EN) by registered post (PZU).
- E.g. exam taken on 10 January 20xy and EN, delivery of EN notification on 2 February 20xy, de-registration on 28 February 20xy
- E.g. exam taken on 10 January 20xy and EN, EN notification delivered on 5 March 20xy, de-registration on 31 August 20xy
- It is no longer possible to change your major, but it may be possible to change your degree programme. If you are interested in doing so, please consult the AING Dean's Office.

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What should I do if I am ill on the day of the exam?

- In the event of illness, a **medical certificate** must be submitted certifying that **you are unable to take the examination** during the examination period. Please ensure that your doctor fills out the form available on our website: [Form sheet inability to take examination](#).
- The medical certificate must explicitly certify that **you are unable to take the exam on the day of the exam**. You should therefore visit your doctor on the day of the exam at the latest.
- Any subsequent changes to the entries (date, duration of illness) must be explicitly signed by the doctor as amended. Changes that are not signed will invalidate the certificate.
- The certificate must be submitted to the Examination Office by the end of the **third working day** after the examination date at the latest (Saturday does not count as a working day).
- Information & instructions: [registering illness](#)

What should I do if I am ill on the day of the exam?

- If this is **your third withdrawal** from an exam in the same subject area for health reasons, you must submit a **medical certificate from a public health officer**. The three-day deadline also applies here. Standard medical certificates do not extend the deadline. We strongly recommend that you have the medical examination by a public health officer on the day of the exam at the latest.
- A **template for the medical certificate from a public health officer** is available on **the portal**. If you have any questions or problems, please contact the Examination Office.
- If you withdraw from the examination due to illness after the examination has begun, you must provide proof of this in the form of a medical certificate from a public health officer.

I have a certification of inability to take examinations, but I feel fit again. Can I take the exam?

Yes, but please note the following:

- Before the exam begins, inform the invigilator that you wish to take the exam despite your medical certificate. This will be noted in the exam record.
- The medical certificate will be revoked and you will be considered fit to take the exam.
- You will be considered fit to take all subsequent examinations.
- If you fall ill again or your illness worsens, you will need a new medical certificate.
- If you are absent from one of the subsequent examinations without a medical certificate, you will automatically receive a "fail" (5.0).

Other reasons for withdrawing from an examination

- There may also be other reasons that make it impossible to take an examination (public transport breakdown in winter, complete closure of the motorway, death of a close relative).
- These reasons must **be reported** to the examination board **in writing without delay and substantiated** (immediately, without the three-day period, with appropriate justification and written evidence). In any case, submit the application to the examination office.
- The examination board will decide whether to accept the reasons by reviewing each individual case.

Don't put off difficult exams for too long – they won't get any easier!!

What will help me?

- Attend lectures regularly and participate actively and continuously!
- Prepare for and follow up on the courses and, in particular, complete the assigned exercises!
- Take advantage of lecture-accompanying offers such as tutorials!
- Obtain lecture notes, exercise collections and, if approved by the lecturer, old exam papers for practice!
- Find out early on whether any aids are permitted in the exam and, if so, which ones.
- Find out the date, location and duration of the exam early on! Check the information regularly for changes!

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7. Study abroad

What is deception?

Deception occurs

when the examinee pretends to be performing the examination independently and regularly,

but uses unauthorised aids in doing so.

What does examination law say?

There is no single sanction for acts of deception in examination law.

The consequences of an act of deception depend on its significance and intensity.

Even an attempt at cheating can lead to sanctions.

What is an act without penalty?

- Preparatory actions that have not yet reached the attempt stage
- Preparing a cheat sheet, but not bringing it to the examination
- **Consequences: none**

What is a minor offence?

- (Brief) exchange of words
- "Peeking" at your neighbour's paper
- **Consequences: warning**

What constitutes a moderate offence?

- Repeated verbal exchanges despite warnings
- Copying significant passages from a neighbour
- Carrying a cheat sheet or technical device (e.g. smartphone) on one's person but not using it
- Failure to identify (quoted) text passages in coursework
- **Consequences: Examination marked as failed and repetition of the examination (if possible)**

What constitutes a serious violation?

- Completion of an examination by a proxy
- Having a paper written by a ghostwriter
- Use of a cheat sheet in a resit exam after previous cheating (twice the same offence in consecutive exams in the same subject area)
- Use of technical devices (e.g. smartphone)
- Organised collaboration (e.g. exchanging information with fellow students in the toilet, WhatsApp group)

What are the consequences of a serious violation?

- **Consequences:** The examination will be marked as failed, loss of examination rights (ABPO, § 14, paragraph 3), no longer possible to complete the corresponding degree programme at the University of Applied Sciences Kaiserslautern.

How are technical means of communication defined?

Technical communication devices include, for example

- smartphones, smartwatches,
- Bluetooth-enabled in-ear headphones,
- mini camera systems,
- and similar devices

that can be used to communicate within the examination room and/or from the examination room or into the examination room.

Prohibition of technical means of communication:

Simply carrying technical communication devices carries the risk of cheating.

For this reason, from the 2017/18 winter semester onwards, the Faculty of Arts and Humanities will prohibit the carrying of such devices into examinations.

Such devices must be stored in a suitable place in the examination room – out of reach, e.g. in a locked rucksack. These devices must be switched off without exception.

Headwear in connection with examinations:

Head coverings pose a risk of cheating in connection with examinations.

Persons wearing head coverings during examinations must expect that their head coverings may be checked. The department must ensure that cultural, religious, etc. constraints are observed.

Where applicable, the principle of prima facie evidence applies.

Early submission – What is the legal basis?

- An examination has a set duration. The examinee must be present for the entire duration.
- Reason: No one may be denied access to the toilet during examinations. If individual students submit their papers early and leave the examination room, other students may take advantage of toilet breaks to cheat.

Early submission – Instruction:

Early voluntary submission is not possible. All students must remain in the examination room until the end of the official examination period.

Exceptions to this rule are:

- Acute illness
- Participation of students with extended writing time (in this case, the other students may leave the examination room together at the end of the official examination period)

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What is the formal procedure for recognition?

- According to § 17 (5) of the ABPO, you must submit an application for recognition of your previous achievements within your first semester.
- If you want to apply for recognition, contact the program director. The content of the subjects is reviewed by the respective subject lecturer, while the formal processing is carried out by the program director. Existing information from previous procedures is entered by the program director.
- If modules consist of examination and coursework, these will be assessed separately and recognised or not recognised separately.
- For modules in which a study achievement is a prerequisite for an examination, recognition of the examination achievement means that the study achievement is automatically recognised as passed.
- **Please check carefully whether anything has been overlooked or whether you have any subjects that you would like to have recognised as compulsory elective subjects!**

What is the purpose of the recognition procedure?

The assessment may yield several results:

nc: not comparable; the module brought in is not comparable to a module at the University of Kaiserslautern; this is only noted in the event of a review.

$X > Y$: the module X brought with you is of higher value than module Y at the University of Applied Sciences; the student can have the module recognised, but does not have to.

$X = Y$: the module X brought with you is equivalent to module Y at the University of Applied Sciences; the student can have the module recognised, but is not obliged to do so.

$X < Y$: the module X brought with you is of lower value than module Y at the University of Applied Sciences in terms of content, scope and requirements; recognition is therefore not possible.

Can credits earned abroad and outside of university also be recognised?

- In principle, this is possible if the qualifications are equivalent, e.g. training as a technical draughtsman as MEL1 certification.
- This is easier for academic achievements than for examination results.
- If you wish to have achievements outside the university recognised, you must submit an application for this during the first two semesters of your studies.
- Normally, recognition is applied for in the first semester at the university.

Exception: Credits earned during a stay abroad and credits such as participation in summer schools; you must apply for recognition of these credits immediately after completing the course.

What am I responsible for as a student?

- that the documents required for the procedure are available in good time (current transcript of records, certificate of exmatriculation, lecture notes/module descriptions).
- that you contact the specified lecturer as soon as possible (office hours, email, before/after the lecture).
- that the possible recognition of non-university achievements is checked.
- that you check whether all credits earned have been taken into account accordingly (including any elective subjects).

How is the semester I am assigned to calculated?

- < 30 CP 1st semester
- $30 \text{ CP} \leq x < 60 \text{ CP}$ 2nd semester
- $60 \text{ CP} \leq x < 90 \text{ CP}$ 3rd semester
- etc.
- If you change your major, the subject semesters will continue to be counted unchanged.

What else do I need to consider as a transfer student?

Please note that the basic internship must be verified, even if you have already completed something similar at your previous college/university.

If the basic internship has not yet been recognised, you cannot take exams from the 3rd semester onwards! Therefore, please submit the documents to the program director at least 2 months before the first exam you wish to take!

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What do I need to know about project work?

- Graded examination in the 6th semester
- Basic internship must be recognised before registration.
- Register in advance
- Once your supervisor has signed the registration form, your participation is binding and you can no longer withdraw.
- The same rules apply to retakes as to all other examinations.

What applies to project work?

- Implementation as group work possible
- Scope of work: 7 CP (=210 hours)
- **Basic internship must be recognised; course "Introduction to Project Management" (1 CP) should be passed.**

Procedure

1. Have admission confirmed by the Examination Office on the **registration form**.
2. Find a topic, preferably in direct consultation with the professors.
3. Form groups with other students in consultation with your supervisor.
4. Preliminary meeting to set the project dates.
5. Obtain approval from your supervisor by having them sign the registration form.
6. Submit the registration form to the Examination Office **before starting work**.

What do I need to know about the practical study phase and bachelor's thesis?

- There are separate examinations for each
- Completion of the practical study phase is a prerequisite for registering for the bachelor's thesis
- Scheduled for the 7th semester of the study plan
- Scope: 15 CP each
- Can be completed consecutively in one company
- Registration necessary

What are the admission requirements for the practical study phase and bachelor's thesis?

- The basic internship must be recognised.
- At least 150 CP must have been achieved in the subjects of semesters 1 to 6 of the study plan.
- If the practical study phase has not been registered with the Examination Office, any practical training periods completed will not count and will expire
→ **be sure to register in good time!**

What do I need to bear in mind during the practical study phase?

- Objective: To familiarise yourself with the working conditions and methods of an engineer in practice
- Must take place in a company or a suitable institution (in special cases, it is also possible to take place at the university)
- Is a course requirement, therefore ungraded
- Continuous period of at least 50 net days in the company (i.e. excluding holidays and absences)
- Detailed report on the activities in the company
- Presentation (approx. 20 minutes) on the activities, which takes place either at the university or in the company
- Cannot be divided into several sections or several companies.

How do I proceed if I want to complete the practical study phase?

1. Search for a suitable company in good time
2. Find a supervisor (professor) in your department (clarify the type and content of the practical phase)
3. Registration to the practical study phase at least 1 week before the start of the practical study phase
4. At the end/after the practical phase, submit the report to the supervisor and give a presentation.
5. Supervisor confirms presentation and approval of the report at the Examination Office
6. Have the company issue a form/certificate confirming completion of the practical phase with a minimum duration of 50 days of attendance and submit it to the Examination Office.

What do I need to bear in mind when writing my bachelor's thesis (BA)?

- Objective: To be able to independently address a specialist problem using scientific methods
- Can be carried out at the university or in a company
- BA must be registered before commencement, no later than 2 months after all coursework and examinations have been assessed as passed
- The processing time is 12 weeks; in justified exceptional cases, an extension of up to 6 weeks is possible upon application to the examination board
- A failed bachelor's thesis can only be repeated once; a new attempt must be made no later than three months after notification of failure.

What should be considered during the colloquium for the bachelor's thesis?

- Presentation (approx. 30 minutes) and Q&A session (approx. 15 minutes)
- The colloquium can take place at the university or at the company
- **The colloquium must take place no later than 6 weeks after submission of the Bachelor's thesis!**
- The colloquium counts for 1/5 of the overall grade for the module, the written Bachelor's thesis for 4/5.

How do I proceed if I want to complete a bachelor's thesis?

1. Find a suitable topic in good time that can be completed within the short time frame.
2. Find a professor in the department who will supervise you.
3. Register the Bachelor's thesis at least one week before you begin.