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FB6 - EMW
Fachbereich Elektrotechnik, Maschinenbau
und Wirtschaftsingenieurwesen
Campus Köthen

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**To all students facing a final
examination and to all examiners
accompanying this procedure**

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Information from the Examination Board of the Department of Electrical Engineering, Mechanical Engineering and Industrial Engineering for a successful final examination procedure

Dear students, examiners and staff,

regardless of whether a bachelor's or a master's degree is sought, the prerequisites for this are absolutely comparable.

1. Notes for the student

- 1.1 All necessary preliminary work must be completed so that an application for admission to the final thesis can be submitted (form in the HiS portal → [LINK](#)).
1. The necessary requirements are documented in the respective study and examination regulations (SPO) of the chosen field of study.
1. The application for admission, as well as the desired topic, must be agreed with the chosen mentor before submission to the examination board. The choice of a mentor is up to the student. A subject-specific assignment should be given.
1. It should be noted that the chairman of the examination board must be a professor of the EMW department. The examiners must have at least the academic degree that the student is aiming for (Bachelor's or Master's degree).
1. Once all this has been clarified, the application for admission can be submitted to the examination board. He will check the admission requirements, confirm the examiners and the topic and inform the participants of the date for submitting the thesis by e-mail.

1. The submission of the thesis, usually as a PDF file, takes place by e-mail to the SSC examination office as well as to the examiners. Printed copies can be arranged.
1. Depending on the field of study, different processing deadlines apply for Bachelor's, Master's or part-time degree programmes. The student must inform himself in advance so that the thesis is submitted on time.
1. A one-time extension of the submission deadline is possible with correspondingly comprehensible reasons. Here, too, the deadlines according to the SPO differ.
1. Failure to submit the final thesis by the specified deadline will be assessed with a grade of 5.0.
1. The thesis can be repeated once, but then with a different topic.
1. The expression "Missing Achievements" must be submitted by the student to the chairman of the examination board at the date of the defense of the Bachelor's or Master's thesis without being asked.
1. Before the defence, no open achievements must be documented in the HiS portal (no PVL, no internships, no collective credits, etc.). If this is not the case, the defense must not take place!
1. After the successful defence and the submission of all final documents to the SSC examination office, the preparation of the final certificate can take about four to six weeks.
1. If necessary, the SSC can issue a certificate in advance that the degree programme has been successfully completed.
- 1.2 After successful colloquium on the final thesis, the application for exmatriculation must be submitted independently (form in the HiS portal → [LINK](#))!
1. After exmatriculation, it must be taken into account that all data, accounts and access to the university will be automatically deactivated and deleted after approx. 6 weeks (e-mail, nextcloud, moodle, etc.). Any necessary data backup must be carried out independently in good time before de-registration.

1. Duties of the chairman of the examination board or the first examiner before the defence

1. If the first or second examiners have not previously worked as examiners at the university, they must submit proof of the highest academic degree to the examination board. This should be done together with the application for admission to the thesis.
1. The chairman of the examination board or the first examiner suggests the date and place of the defence to the examinee.
1. Before the defense, the signed and graded expert reports of the examiners must be available.
1. A period of about four weeks should not be exceeded between the submission of the thesis and the date of the defense. Exceptions can be agreed upon by mutual agreement (student and examiner).

1. Duties of the Chairman of the Examination Board after the Defence

1. Gathering all documents to be submitted to the Examination Board for examination so that it can submit all documents to the SSC for the preparation of the certificate of completion.
- 3.1 These include:
 - ✓ Signed declaration of independence
 - ✓ Expert opinion of the examiners with date and signature including grading
 - ✓ Minutes of the colloquium with all notes and signatures
 - ✓ Expression of the student about "Missing achievements"
 - ✓ Copy of the title page of the thesis

If you have any questions, please contact your mentors or the examination board.

Good luck with the editing.

Prof. Dr. Strauß
Chairman of the Examination Board at FB6