

Application for Admission to the Master's Colloquium

Student ID no.:

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Examination regulations: **2016** **2021**

Family name

First name

I hereby apply for admission to the master's colloquium:

Date

Time

Room no.

First examiner

Second examiner

Minute-taker

I agree to have silent observers. - I do not agree to have silent observers.

For how many semesters have you studied in this master's programme? _____

For how many semesters have you studied at HSD? _____

For how many semesters have you studied at universities in total? _____

Date, signature (student)

First examiner's confirmation:

- The student mastered the master's thesis successfully.
- All participants are aware of and agreed to place, date and time of the colloquium.

Date, signature (first examiner)

To be completed by the Student Affairs Office / Examination Board:

Confirmation that the student gained all necessary credits:

Courses still required to complete the master's programme: _____ None

Date, signature (Student Affairs Office)

Examination Board's Admission:

The student is **not** admitted to the colloquium.
Reason for rejection:

The student is admitted to the colloquium.

Date, signature (Chairperson of the Examination Board or Deputy)



Evaluation of the Master's Thesis

Student ID no.:

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Examination regulations: **2016** **2021**

Family name _____

First name _____

**First
examiner**

**Second
examiner**

Points

max. 25 %

Familiarising and Dealing with the Subject

Effort and commitment, independence, initiative, accuracy and diligence, mastering special challenges, ideas to solve the problem, methodology

Points

max. 25 %

Points

max. 25 %

Level of Expertise

Theoretical understanding, background knowledge, literature research, use of technical terms, methodology

Points

max. 25 %

Points

max. 25 %

Significance of the Master's Thesis

Definition of a central question or problem and aim of the thesis, presentation of the boundary conditions, reasonable focus, discussion of results, usefulness of results

Points

max. 25 %

Points

max. 25 %

Documentation and Formal Aspects

Formal structure, style, wording, spelling, punctuation, graphs, literature, completeness

Points

max. 25 %

The evaluation of each criterion is helpful, but not compulsory to determine the overall grade.

First examiner's evaluation (max. 100 %)

Second examiner's evaluation (max. 100 %)

Total
points

(Average points to be added by the Student Affairs Office)

Grade

Joint Evaluation of the Colloquium (minutes attached)

Points

(max. 100 %)

First examiner _____

Date, signature

Second examiner _____

Date, signature

Colloquium Minutes

Family name, first name

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Student ID number

Date: _____ Start: _____ End: _____

Minute-taker: _____

Signature (minute-taker)

Guidelines and Instructions for the Master's Colloquium

Study programmes:

Simulation and Experimental Engineering
International Industrial Engineering
Mechanical Engineering

- You must apply for admission to the master's colloquium using **form 13.17e**.
- The Examination Board can only admit you to the colloquium, if
 - you are enrolled on the day of the colloquium,
 - you achieved at least 50 % of the maximum number of points in each examination (or module) except the colloquium,
 - you have submitted your master's thesis to the Student Affairs Office,
 - you fulfil the conditions under section 4 (2), if this section applies to you (such proof is already required for the admission to write the thesis).
- **Form 14.17e** is meant for the evaluation of the master's thesis and the colloquium. You must submit this form to the first examiner who has to complete it after the colloquium and submit it to the Student Affairs Office.
- You need to apply for admission to the colloquium by the Examination Board **at least 6 working days** (working days: every day except Sunday and public holidays) before the colloquium takes place.
- If you apply for admission to the colloquium before submitting your master's thesis, the earliest possible date for the colloquium is 6 working days after submission of the thesis.
- **There is no exception to the '6-working-days rule'**. If this rule is not respected, the Examination Board will not admit you to the colloquium. You, the first and second examiners need to consider this when setting the date of the colloquium.
- Both you and the first examiner need to sign the application for admission to the colloquium. You need to make sure to inform the second examiner and, if applicable, the minute-taker about date, time and place of the colloquium.
- You can submit forms to the Student Affairs Office at the Student Support Centre's reception on working days 8.00–18.00. The Student Affairs Office's stamp determines the time of receipt of the form – this is what counts in case of dispute, not the actual time of submission at the Student Support Centre's reception.

You can only repeat the master's thesis and colloquium once in case of failure.

The Examination Board requires an application with original signatures (yours and the first examiner's signatures).

The Examination Board also accepts digital copies if all required signatures are unambiguously identifiable.

In this case, you are obliged to keep the original documents.

The English translation is intended to allow English-speaking students a better understanding of the document. It is solely for information purposes and only the German version is legally binding.