

Confirmation of Receipt

Family name, first name: _____

Student ID number: _____

I hereby confirm that I have fully acknowledged and understood the following Information

'Guidelines and Instructions' for the Master's Thesis and
Master's Colloquium and

forms no. 11.17e, 12.17e, 13.17e, 14.17-1e and 14.17-2e.

I am aware that the Student Affairs Office can only process the form on schedule if I follow the guidelines and instructions.

Place, date

Signature (student)

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.

Application for Admission to the Master's Thesis

Student ID no.:

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Family name _____ First name _____

Study programme:

- Simulation and Experimental Engineering (SET)
 Mechanical Engineering (ME)
 International Industrial Engineering (IWI)

Examination regulations:

2016 2021

Thesis title (quoted in the degree certificates):

The student must submit the master's thesis within 16 weeks after admission (but no sooner than six weeks after admission).

I confirm with my signature that I approved the attached thesis subject as first examiner.

First examiner _____

Signature (first examiner) _____

Second examiner (title, academic degree, name) _____

Thesis written at the university

Thesis written at a different organisation

If the thesis is written at a different organisation (obligatory fields):

Company or institution _____

Address _____

E-mail address (second examiner) _____

Telephone (second examiner) _____

Signature (second examiner) _____

Place, date _____

Signature (student) _____

To be completed by Student Affairs Office / Examination Board:

Admission date _____

Submission due date _____

Date of application for extension of time _____

Extended until _____

Comments _____

Courses still required to complete the master's programme _____

None

Signature (Student Affairs Office) _____

The student is admitted to write the thesis. not admitted to write the thesis.

Reason (in case of rejection) _____

Signature (Chairperson of the Examination Board or Deputy) _____

Guidelines and Instructions for the Master's Thesis

Study programmes:

Simulation and Experimental Engineering
International Industrial Engineering
Mechanical Engineering

You need to **complete all forms electronically**.

- You need to complete and submit **forms 11.17e** (or 11.17) and **12.17e** (or 12.17) to the Student Affairs Office.
- The Chairperson of the Examination Board admits the student to write the master's thesis. The date of admission is the day the Student Affairs Office enters into **form 12.17e** (or 12.17) after checking that all conditions are fulfilled.
- The Examination Board can only admit you to write the master's thesis, if
 - you are enrolled,
 - you fulfil all conditions under section 4 (2), if this section applies to you,
 - you have gained all necessary credits apart from the credits for:
 1. three of the following modules,
 - elective course I,
 - elective course II,
 - elective course III,
 - elective course IV,
 - Project (Research & Development) Project seminar,
 - Engineering Conferences,
 2. the master's thesis,
 3. the colloquium.
- You must submit the master's thesis within 16 weeks after admission (but no sooner than six weeks after admission).
- When submitting the application form, you need to enclose the **thesis subject** from or approved by the first examiner (printed copy, one to two DIN-A4 pages maximum). If you plan to write your thesis at a different organisation, the second examiner needs to sign the thesis subject.

The thesis subject needs to include at least the following information:

 - thesis title,
 - short description of the background (or the status quo) which lead to the thesis subject,
 - outline of the problem that you are looking to solve in your thesis or the aim of your thesis and which requirements the result(s) must meet,
 - steps planned to approach the problem, which seem necessary and appropriate at the time of application for admission,
 - rough schedule (showing the number of weeks planned per working phase or chapter, maximum 16 weeks until submission, minimum 6 weeks),
 - NO date (the day of admission counts, which the Student Affairs Office determines, see above),

- signature (first or second examiner; if the the thesis is written at a different organisation, the second examiner must provide full contact details).
- In exceptional cases, the Chairperson of the Examination Board can approve a justified application for extension of time (maximum: exactly four weeks extension – not to be confused with the duration of one month), if you apply in time for the deadline. The first examiner must approve such application before you submit it to the Student Affairs Office.
- You have the right to withdraw from the thesis subject only once within the first two weeks after admission, no justification needed.
- You have to enter and sign the declaration of academic integrity on the last page of the thesis. The declaration text is predefined – you must not change it.
- You must submit one copy of the thesis to the Student Affairs Office, one to the first examiner and one to the second examiner by the confirmed or officially extended submission due date. These three copies must be identical.
- The title page must include:
 - HSD logo, names of the faculty and study programme,
 - thesis subject,
 - your family name, first name and student ID number,
 - first and second examiner,
 - month of submission (e.g. March 2017).

If you are writing your thesis at a different organisation, you may also include the logo of the organisation.

When submitting the thesis, you must also submit a separate copy of the title page to the Student Affairs Office.

You must add a copy of the original thesis subject paper – right behind the title page – in all casebound copies of the thesis.

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

You must submit the application for admission to write the master's thesis (including all attachments, if applicable) with original signatures (yours and the first examiner's; if the thesis is written at a different organisation, the signature of the second examiner is also needed) to the Examination Board.

The Examination Board also accepts digital copies to pruefung.mv@hs-duesseldorf.de, if all required signatures are unambiguously identifiable.

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

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Template

Hochschule Düsseldorf
University of Applied Sciences



Fachbereich Maschinenbau und Verfahrenstechnik
Faculty of Mechanical and Process Engineering



Master's Thesis

Seals and Vibration Control Technology in Europe

Edward Example

Student ID number 333 444

Düsseldorf

March 2017

First examiner

Prof. Dr.-Ing. Hans Beispiel
Fördertechnik / *Conveyor Technology*
Fachbereich Maschinenbau und Verfahrenstechnik
Faculty of Mechanical and Process Engineering

Münsterstraße 156
40476 Düsseldorf
<http://www.hs-duesseldorf.de>

Second examiner

Dipl.-Ing. Kai Mustermann
Schwingungstechnik / Vibration Control Technology

Company for example GmbH

Lange-Str. 3
32111 Irgendwo
Tel.: 0123/4567890

<http://www.Internetseite.org>

Declaration of Academic Integrity

I, [first name, family name], hereby affirm that I have written this [bachelor's or master's] thesis on my own and that I have used no sources or aids other than the ones stated.

This is the final version of the thesis, to be graded by Hochschule Düsseldorf – University of Applied Sciences.

Place, date _____ Signature (student) _____

Eidesstattliche Erklärung

Hiermit versichere ich, [Vorname Nachname], an Eides statt, die vorliegende [Bachelor-/ Master-thesis], selbständig verfasst und keine weiteren als die angegebenen Hilfsmittel und Quellen benutzt zu haben.

Dies ist die von der Hochschule Düsseldorf zu bewertende Version.

Ort, Datum _____ Unterschrift _____

Template / Muster

You must enter and sign the declaration of academic integrity on the last page of the thesis.

Dieses Formblatt wird unterschrieben an geeigneter Stelle in die Thesis eingebunden