

**Registration of subjects for Bachelor's thesis
Industrial Engineering / Maintenance and Operation
(SPO: 01.10.2016, 01.10.2018)**

(According to § 11 of examination regulations of Deggendorf Institute of Technology)

Name and first name of student: _____

Matriculation No.: _____ Sem.: _____ Phone/Mobil: _____

Address: _____

Supervisor: _____

If the Bachelor's thesis is supervised by a professor not resident at the DIT, he or she must be determined as an examiner by the examination board in advance (application to the examination board necessary!)

Name and address of company or institution:

Name of supervisor: _____

Phone.: _____ E-Mail: _____

Titel of the Bachelor's thesis in **German and English** (title at the time of issue):

Summary of topic:

Date of registration: _____
Date of issue of the Bachelor's thesis topic

Submission date: _____
Processing time from registration 6 months,
please enter the latest possible submission date.

Date, student's signature

Date, Signature of supervisor

Date, signature of the course coordinator

Distributor for Bachelor's thesis registration:

1. Signature student, supervisor and course coordinator
2. Submission of registration at the centre for studies
3. Copy for company, BaföG, supervisor and himself if necessary

Submission of Bachelor's thesis:

1. The Bachelor's thesis must be handed in on time to the centre for studies.
2. The „cover sheet“ and „Declaration“ are to be binded into the Bachelor's thesis.

The student is only allowed to fill in the application form on a PC. Registration must be submitted to the centre for studies immediately after the issue of the topic.

Prerequisites and deadlines for Bachelor's thesis

§ 11 General Examination Regulations of the Deggendorf Institute of Technology

Par. 1: The Bachelor's thesis is to be assigned by the end of the last study course semester. The topic of the Bachelor's thesis should be such that it can be generally completed in two months. The period between the assignment and the submission may not exceed six months. The details are found in the respective study and examination regulations.

§ 10 Framework Examination Regulations

Par. 2: If the Bachelor's or Master's thesis has been graded „nicht bestanden / failed“, it can be repeated once with a new topic. The deadline for the submission of the Bachelor's or Master's thesis to be repeated begins at the latest six months after the announcement of the first rating.

§ 10 Study and Examination Regulations for the study course (SPO: 01.10.2016)

§ 11 Study and Examination Regulations for the study course (SPO: 01.10.2018)

Par. 2: A student can register for the Bachelor's thesis if he or she has earned at least 120 ECTS-points.

Par. 4: The processing time for the Bachelor's thesis is six months.

Addition to the Study and Examination Regulations

The examination board of the Faculty of Applied Natural Sciences and Industrial Engineering has decided not to further restrict the time limit of the General Examination Regulations from the issue to the submission of the Bachelor's thesis. Applications for an extension of the deadline for processing or for the return of the subject matter must be submitted to the examination commission in writing, stating reasons at least two weeks before the deadline (§ 11 Par. 4 No. 4 APO). Only those can be claimed as reasons which are not represented by the student and which are either founded in the person of the student or represented by the university.

The Chairman of the examination board

Prof. Dr. Raimund Brotsack

Specific Instructions

For the preparation of the Bachelor's thesis in conjunction with § 8 und § 11 RaPO (Rahmenprüfungsordnung für die Hochschulen in Bayern, BayRS 2210-4-1-4-1-WFK), § 11 APO (Allgemeine Prüfungsordnung der Technischen Hochschule Deggendorf), in the respectively valid version.

The Bachelor's thesis shall be prepared pursuant to the regulations set forth in RaPO and APO of the Technische Hochschule Deggendorf. In addition the following „Special Regulations“ are binding in the study courses of the Faculty of Applied Natural Sciences and Industrial Engineering by decision of the examination board:

1. Registration for the Bachelor's thesis:

- 1.1. Registration for the Bachelor's thesis must be signed by the student, the supervisor and the course coordinator.
- 1.2. The completed Bachelor's thesis registration form, signed by all persons mentioned in point 1.1., must be submitted to the Centre for studies (EC 2.13).
- 1.3. If necessary, copies must be made for the company, the BaföG Office, the supervisor and for the student himself.

2. Scope and layout of the Bachelor's thesis:

- 2.1. The „cover sheet“ form must be included on the first page of the thesis.
- 2.2. The thesis must include a complete list of literature used, information received and other sources in APA-style.
- 2.3. The Bachelor's thesis (as well as illustrations) are to be submitted in original or original quality. The logo of the Deggendorf Institute of Technology may only be used on the cover sheet and only in the given form. Neither the university logo nor a company logo may be included in the header or footer inside the thesis.
- 2.4. The candidate must declare in writing that he/she has completed the paper independently and without external assistance and has indicated all the tools used. The „Declaration“ according to the standard declaration must be inserted at the end of the paper.
- 2.5. If necessary, a declaration of content for fee-free publication in the university sector must be completed.
- 2.6. Details must be clarified with the supervising lecturer, in so far deviations from these special regulations are also possible.

Cover page	Design see attachment
Table of contents	Up to outline level 3
List of abbreviations	Verdana 10 Standard
Text segment	50 DIN A4 Seiten, without cover page and index *
Left edge	3,0 cm
Right edge	2,0 cm
Top edge	2,5 cm
Lower edge	2,0 cm
Font	Verdana 10 Standard
Paragraph alignment	Full justification with hyphenation
Line distance	1,5 lines
Main headings	Verdana 12 bold
Headings	Verdana 10 bold
Illustrations	All illustrations consecutively numbered, legend in Verdana 8, left-justified
Charts	All tables consecutively numbered, legend in Verdana 8, left-justified
Citation & Literature index	APA, current version

*The actual scope should not exceed or fall short of 10%, otherwise the supervisor may refuse acceptance and return the work for review.

3. Submission of the Bachelor's thesis:

- 3.1. The thesis must be submitted with one original bound copy to the Centre for studies (EC 2.13). The thesis remains with the Faculty European Campus Rottal-Inn (supervisor).
- 3.2. A digital submission of the Bachelor's thesis as a PDF file via the corresponding iLearn course is required. The PDF-file must be named as follows: course-name_name_first-name_date
(Example: John Doe will submit his Bachelor's thesis in the study course Bachelor Industrial Engineering / Maintenance and Operation on 31.07.2019 and will name his PDF-file as follows: IE_Doe_John_20190731)
- 3.3. If necessary, a second copy shall be submitted to remain in the library if the grade is 1,3 or better.

4. Defence of the Bachelor's thesis

- 4.1. The defence takes place with the supervisor of the thesis as well as a co-supervisor as a second supervisor (for the defence only). The student will be responsible for organising the co-supervisor. The co-supervisor must be part of the THD academic staff.
- 4.2. The defence of the Bachelor's thesis must take place before the examination period starts.
- 4.3. The procedure of defending the thesis is usually structured as follows:
 - The candidates present their Bachelor's thesis in a presentation (PowerPoint, etc.).
Duration: approx. 15 minutes
 - The examiners then ask questions about the presentation.
Duration: approx. 10 minutes
- 4.4. The presentation must include at least the following topics (unless agreed otherwise with your supervisor):
 - Assignment, focus and objectives of the Bachelor's thesis
 - Procedure and methods
 - Results, conclusion and perspective
- 4.5. A projector is provided for this purpose. It must be communicated at least two weeks before the presentation, should further media be required.
- 4.6. Weighting of the defence of the Bachelor's thesis: 25%
- 4.7. The defence of the Bachelor's thesis is generally open to the public. If the candidate does not agree with this, this must be communicated in writing by e-mail or letter to the examination board at least one day before the presentation date.
- 4.8. Clothing should be chosen according to the occasion.

Bachelor's Thesis

European Campus Rottal-Inn
Technische Hochschule Deggendorf

Faculty of the European Campus Rottal-Inn

Degree course: Industrial Engineering / Maintenance and Operation

Topic in German

Topic in English

Bachelor's Thesis to obtain the academic degree:
Bachelor of Engineering (B. Eng.)

Submitted by: Name, First Name, Location, Matriculation Number

Supervisor: Title, Name of supervisor

Pfarrkirchen, _____

Declaration

Name of student: _____

Name of supervisor: _____

Topic of Bachelor's thesis:

1. I hereby declare that I have independently written my Bachelor's thesis, that I have not yet submitted it elsewhere for examination purposes, that I have not used any sources and tools than those indicated, and that I have marked literal and analogous quotations as such.

Pfarrkirchen, _____
Date

Student's signature

2. I agree that the Bachelor's thesis will be made accessible to the general public via the library of the university.

Yes

No

Pfarrkirchen, _____
Date

Student's signature

I declare and guarantee that I am the sole owner of all the rights to the Bachelor's thesis including the right of disposal over templates as attached illustrations, plans or similar, and that by making them public accessible I will not violate any rights and claims of third parties or legal provisions.

If the author agrees to make the Bachelor's thesis available, please fill in the following form:

3. A copy of the Bachelor's thesis should be included in the library's collection.

approved

not approved

Pfarrkirchen, _____
Date

Signature of supervisor