

## Thesis, colloquium & certificate procedure IBWL & MBA

### Regulations

- Prerequisite: IBWL B.Sc.: min. 2 semesters enrolled & 140 CP | IBWL M.Sc.: 84 CP | MBA: 54 CP
- Processing time: IBWL B.Sc.: 12 weeks | IBWL M.Sc.: 24 weeks | MBA: 24 weeks
- A declaration of honor must be included in the thesis (see BBPO for wording). Do not forget your signature!
- Further regulations can be found in the ABPO, BBPO and in the FAQ of the Examination Board

### Registration

- Written registration via form required (can be found in the form center on the homepage)
- Please fill in the form completely (incl. 3 signatures: lecturer, co-lecturer and student)
- To be submitted additionally: Short summary of the thesis (approx. 1 page)
- Submission of the application: approx. 4-6 weeks before the start of the project in the WBDS department
- Retroactive registrations are not possible

### Start date

- Start only after approval of the application by the examination board
- You will receive confirmation of registration including start date by e-mail from WBDS
- You do not need to register separately in my.h-da

### Submission

- Submission by 12.00 am of the end date (see registration confirmation) via PDF via Mail
- To be handed in are: 1x printed & bound version, 1x PDF via Mail
- Please ask your lecturer if a printed version is desired
- In the case of postal delivery, the date of the postmark shall apply. The risk of loss in the post is borne by the students, Important: Sign the declaration of honor

### Colloquium

- The colloquium does not have to be registered separately.
- You set the date together with both supervisors (usually 2-6 weeks after submission of the thesis) Can take place both at the university and at the company, possibly also as a video conference The university public can be excluded for good cause (blocking notice) (please timely consultation with both supervisors)
- Please note semester limits. Re-registration is required in some cases

### Final documents

- After the colloquium, the report and grade sheet are submitted to WBDS and the grade is entered
- Final documents are initiated by WBDS and forwarded for signature
- Duration from the colloquium to receipt of the final documents: 6 - 8 weeks
- As soon as the final documents are ready, students will be informed by the Examination Office
- Final documents can be collected from the Examination Office or, under certain conditions, will be sent to you after Consultation sent by the examination office

### Graduation ceremony

- We would like to bid you farewell with a celebration and celebrate your successful graduation duly honored
- After your graduation you will receive an invitation for the upcoming ceremony. Please register for the ceremony.

### Contact WBDS

- IBWL B.Sc.: [ibwl.bachelor@h-da.de](mailto:ibwl.bachelor@h-da.de)
- IBWL M.Sc. and MBA: [ibwl.master@h-da.de](mailto:ibwl.master@h-da.de) or [mba.parttime@h-da.de](mailto:mba.parttime@h-da.de) or [mba.fulltime@h-da.de](mailto:mba.fulltime@h-da.de)  
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