

## **Notes on the Final Examinations within the Degree Programme Global Business and Economics**

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# Notes on the Final Examinations

## 1 General part

### 1.1 Application for admission

The application for admission to the final examinations (Practical Project, Bachelor Thesis and Colloquium) must be submitted to the Examination Office via [pruefungssekretariat@wirtschaft.fh-aachen.de](mailto:pruefungssekretariat@wirtschaft.fh-aachen.de).

### 1.2 Issue of the written thesis

The chairperson of the examination board assigns the topic. The date of issue shall be defined as the date on which the chairperson of the Examination Board informs the student on the topic submitted by the first examiner; the date will be recorded in the students' file.

### 1.3 Extension of the deadline

In exceptional cases, the chairperson of the Examination Board may extend the processing time of the written thesis by a maximum of four weeks. The extension may only be granted on a justified request, which must be submitted before the expiry of the deadline.

### 1.4 Return of the topic

The topic of the written thesis can only be returned once and only within the first four weeks of the processing time.

### 1.5 Submission of the written thesis

The bachelor thesis must be submitted to the Examination Office in the specified form within the deadline. The date of submission must be recorded. If the thesis is delivered by post, the date of arrival at the faculty shall be decisive. If the thesis is not submitted on time, it is graded as a failed attempt.

### 1.6 Group work

The final thesis can be carried out as a group work as well. In this case, the work of the individual(s) must be clearly distinguishable and rateable according to objective criteria.

### 1.7 Re-registration/enrolment

You must be enrolled (contribution fee paid) to take all parts of the final examinations!

If, for example, you write your final thesis in the summer semester and are re-registered for the summer semester, your registration is valid until 31 August. If your colloquium takes place later (e.g. between 1 September and 28 February), you must re-register for the winter semester and pay the social contribution and student activity fee.

If, for example, you write your final thesis in the winter semester and are re-registered for the winter semester, your registration is valid until 28 February. If your colloquium takes place later (e.g. between 1 March and 31 August), you must re-register for the summer semester and pay the social contribution and student activity fee.

With regard to the question of reimbursement of fees, the Registrar's Office states: "If the degree has been obtained by the official start of lectures and an application for de-registration is submitted on the exact day, the complete social contribution and student activity fee is refunded. An additional prerequisite is the return of the study certificates, the student ID and the semester ticket. An application can be submitted to the AStA for reimbursement of the costs of the semester ticket. Without an early application for de-registration, the student remains enrolled until the end of the semester."

### 1.8 Forms

The application for admission to the final examination must be submitted to the examination office via [pruefungssekretariat@wirtschaft.fh-aachen.de](mailto:pruefungssekretariat@wirtschaft.fh-aachen.de).

The “Guidelines for Writing Scientific Papers (with Citation Guidelines)” are available on our website:

<https://www.fh-aachen.de/en/faculties/business-studies/everything-about-studying/downloadcenter>

### **1.9. Examiners**

In accordance with §9 RPO, any full-time lecturer of the FH Aachen can be appointed as the first examiner and issue and supervise the final thesis.

In addition to the first examiner, the Examination Board appoints a second examiner for the assessment of the final thesis. The student may propose a full-time lecturer or someone experienced in professional practice as a second examiner. However, the person who is proposed as second examiner must prove that he/she has at least a bachelor’s degree or an equivalent qualification.

### **1.10. Photo**

When submitting your thesis, please send a high-quality (application) photo in colour to [fotos-absolventenfeier@wirtschaft.fh-aachen.de](mailto:fotos-absolventenfeier@wirtschaft.fh-aachen.de).

The photo will be shown at the graduation ceremony when you enter the stage to receive your certificate. It will be printed together with the topic of your thesis in the graduation book as well. If you submit your thesis in August or September, please send the photo in advance to the above-mentioned address. The editorial deadline for the graduation book is usually the beginning of September of the respective year.

The photo must meet the **following formal requirements**:

Filetype: jpg or tif (if necessary bmp or gif)

Photo quality: 300 dpi (important, please observe)

Filename: Last name\_first name\_abschlussfeier2021.jpg

### **1.11. Mandatory guidelines for the preparation of written theses**

The regulations of the “Guidelines for Writing Scientific Papers (with Citation Guidelines)” from the Dean of the Faculty of Business Studies must be complied with.

## **2 Special part bachelor's programme**

### **2.1 Practical project**

#### **2.1.1 Admission requirement**

In order to be admitted to the practical project, the student must have passed all modules of the core studies in the first four semesters of the standard study period.

#### **2.1.2 Scope**

The practical project lasts eleven weeks and concludes with a certificate of participation.

#### **2.1.3 Execution and purpose**

Within the framework of the practical project, a practice-oriented task within or outside of a company or other organisation is worked on independently. The procedure and results of the practical project can be part of the bachelor thesis.

### **2.2 Bachelor thesis**

#### **2.2.1 Admission requirement**

The admission requirement for the bachelor thesis is the passing of all modules of the core studies in the first four semesters of the standard study period, proof of the completed practical project as well as proof of sufficient knowledge of the German language according to Section 28 of the examination regulations of the degree programme.

### **2.2.2 Scope**

The bachelor thesis has a processing time of 9 weeks, but at least 6 weeks. The topic and the task must be designed to complete the bachelor thesis within the scheduled period.

### **2.2.3 Purpose**

The final thesis is intended to show that the student is capable of independently working on and documenting a task from his/her field of study within a specified period of time according to the course of study, both in its technical details and in the interdisciplinary contexts, according to scientific and practical methods.

## **2.3 Colloquium on the bachelor thesis**

### **2.3.1 Admission requirement**

Only those who have passed all examinations during their studies, the practical project and the bachelor thesis receive admission to the colloquium.

### **2.3.2 Purpose**

The colloquium follows the bachelor thesis. It serves to establish whether the candidate is capable of verbally presenting and independently substantiating the results of the thesis, its subject-related fundamentals, its interdisciplinary contexts and its extra-curricular-related references and of assessing their significance for the practice. In this context, the processing of the topic of the bachelor thesis is discussed with the student as well.

### **2.3.3 Form**

The colloquium is conducted as an oral examination and is generally jointly accepted and assessed by the examiners of the bachelor thesis.