

## Procedural Guidelines for the Final Theses and Student projects at the Faculty of Mechanical Engineering

This document outlines guidelines for the processing of final theses and student projects. These guidelines should be considered when assigning topics for final theses and student projects and should also be considered the whole duration.

### 1. Processing Time:

The processing time for final theses and students project must correspond to the workload specified in the examination regulations.

- The intended workload for bachelor's theses is 13 ECTS credit points according to §7 of the examination regulations (PO) (including 1 credit point for the presentation and 1 credit point for the tutorial "Einführung in das wissenschaftliche Arbeiten" as part of the bachelor's thesis). The workload for 1 credit point is on average 30 hours of working time. Therefore, the agreed-upon topic for the bachelor's thesis should be processed in an average of  $11 \times 30$  hours = 330 hours (approximately 9 weeks) of working time. The bachelor's thesis should be submitted 9 weeks after the topic is issued (when working full-time), but no later than 3 months after the topic is issued (when working part-time) (see §7 (4) of the PO). The presentation should be given within the processing time.

The same applies to master theses and student projects according to their respective credit point requirements.

- The intended workload for master's theses is 30 ECTS credit points according to §7 of the examination regulations (PO) (including 1 credit point for the presentation). Therefore, the agreed-upon topic for the master's thesis should be processed in an average of  $29 \times 30$  hours = 870 hours of working time.
- The intended workload for student projects is 11 ECTS credit points (including 1 credit point for the presentation). Therefore, the agreed-upon topic for the assignment should be processed in an average of  $10 \times 30$  hours = 300 hours of working time.

### 2. Extension:

According to §15(6) of the examination regulations, valid reasons must exist for extensions of the processing time.

- An extension of the submission deadline may be granted once for a maximum of 4 weeks in case of valid reasons (such as death of a family member, family care,

competitive sports, or the consequences of being a victim of a crime). The extension must be requested by the student in writing and the valid reasons must be adequately demonstrated.

- In case of valid reasons such as illness, as specified in the sample examination regulations, a medical certificate attesting the inability to take the exam must be provided immediately; see Annex 4b/Page 31/32 of the PDF: [https://www.uni-hannover.de/fileadmin/luh/studium/ordnungen/stpo/f\\_maschbau\\_bpo22.pdf](https://www.uni-hannover.de/fileadmin/luh/studium/ordnungen/stpo/f_maschbau_bpo22.pdf)

Extensions due to illness can only be granted upon presentation of a valid medical certificate. In this case, an extension of up to one third of the processing time is possible.

- Supply problems, vacation of academic staff, defective measuring equipment, etc. are not valid reasons; these aspects fall within the responsibility of the institutes and must be considered when assigning topics, adapting topics, or possibly withdrawing topics. In case of supply problems, topics may need to be modified if they cannot be completed within the four-week extension period. Here, too, the responsibility lies with the institutes. The timely procurement and availability of materials and/or machines required by students for their work must be ensured by the responsible institute.
- Topics for final theses and projects can only be returned within the first third of the processing period.
- Requests for extensions of the submission deadline can only be submitted jointly by students and supervisors.

3. The tutorial "Teil der Bachelorarbeit: Einführung in das wissenschaftliche Arbeiten " should be attended before starting the bachelor's thesis. The standards for the preparation of final theses and project work at the Faculty of Mechanical Engineering should be considered.